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ABSTRACT

This second issue of an annotated listing of educational software suitable for use with adult basic education (ABE) students was compiled through reviews of software by ABE teachers and their students for its effectiveness and appropriateness to adult literacy instruction. The featured programs include drill and practice, simulations, educational games, word processing programs, and tutorials. The software is listed alphabetically by instructional category (English, life skills, mathematics, reading). The annotated remarks include descriptions and some perceived strengths and weaknesses of individual programs; information on publisher, price, type of computer on which the software runs, subject area, and level of use is also provided. An appendix to the guide is divided into three main categories: technical assistance (glossaries, hardware decisions, illustrated guide to the computer), listings of reviewed software; and resources, publisher addresses, and a comment form. (KC)

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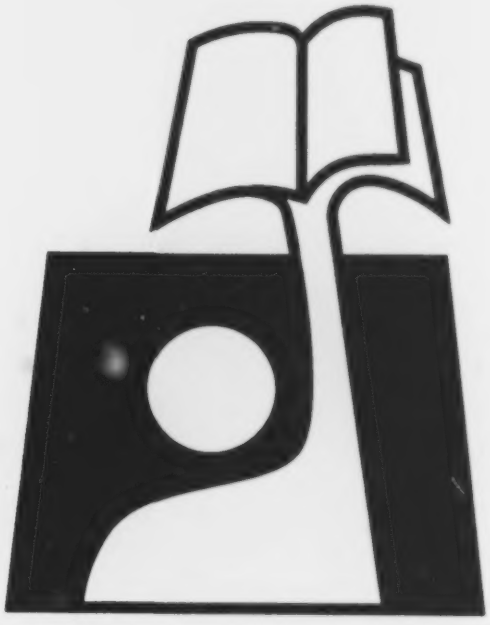

Guide to Literacy Software
1989 Edition

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The Adult Literacy and Technology Steering Committee
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Software Reviewers
Technology Consultants
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Adult Basic Skills Technology Project Advisory Board

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ADULT LITERACY & TECHNOLOGY PROJECT

History:

In 1985, the Adult Literacy and Computers Conference, held in Spring Hill, Minnesota brought together a group of 50 experts in the uses of computers in adult literacy. At this Conference, a nationwide project steering committee was formed to continue the work begun at Spring Hill, looking at computers and other technologies as means to achieve adult literacy education. The group developed the current Adult Literacy and Technology Project, funded in part by the Gannett Foundation and coordinated by the People's Computer Company, Inc., San Ramon, California.

Goals:

1. To support the development of technology in adult literacy programs, applying the unique capabilities of technology to the areas of management and instruction, and helping to provide solutions for the national problem of functional illiteracy.

2. To create an effective dissemination system which will provide ready access to information on computers and other forms of technology, including selection of hardware and software, training, curriculum design, funding, evaluation, and organizational recommendations for adult literacy programs.

Scope of the ALT Project:

The current ALT project consists of two components:

Communication: The goal of the communication component is to provide information about the various uses of technology in adult literacy and to provide a format for networking and sharing of ideas. It includes the publication of a quarterly *Adult Literacy and Technology Newsletter*, sponsorship of a national annual conference, and analysis of software appropriate for adults with literacy needs, the latter culminating in this *Guide to Recommended Literacy Software.*

Training: The training component provides consulting service from ten "Technology Consultants," experts in the use of technology in adult literacy programs who were selected and trained to advise the general public. The Technology Consultants are based regionally throughout the country. A second part of training, the print- and video-based training package, is available to adult literacy practitioners to help them develop skills in using technology.

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Orientation to the Guide to Recommended Literacy Software

Background

For the second issue of the *Guide to Recommended Literacy Software*, the Adult Literacy and Technology Steering Committee continues the contract with the Adult Basic Skills Technology Project. The ABST Project, initiated in 1982 as the Region X Adult Education Software Consortium, is currently a software analysis effort jointly funded by the State Adult Basic Education Departments of Oregon and Washington. It is designed to provide adult basic education instructional sites with the technical expertise to apply technology to the literacy needs of adults.

Software Analysis Process

All of the software featured in the *Guide* has been reviewed by adult basic education teachers and their students for its effectiveness and appropriateness to adult literacy instruction. The volunteer reviewers work in a variety of instructional settings, including self-contained classrooms, open entry/exit labs, correctional institutions, and tutor-based programs. Learners may be adults with 0 to 4 reading levels, at-risk youth, inmates, individuals who need job retraining, adults who have brain injuries or are learning disabled, and adults with limited English-speaking skills. Each reviewer is an experienced adult educator who is skilled in the use of computer-assisted instruction.

The Included Software

For software to be included in this publication, it must receive "good" to "excellent" reviews from at least two adult basic skills practitioners and their students and pass further verification by members of the Interstate Advisory Board of the Adult Basic Skills Technology Project. In most cases the local practitioners and their students used the software for at least four weeks.

The software must be useful in a wide variety of instructional settings with a wide range of adult literacy populations. Although some of the included software can be purchased as a comprehensive package, all software was reviewed as a stand-alone entity: the software must stand on its own merits outside of the total package. Software reviewers made no attempt to analyze large learning/reading systems.

cont. next page

The selected software represents a broad range of prices. Some software is public-domain and available at no charge while other programs cost up to a thousand dollars. Prices quoted reflect prices at the time of publication.

The type of computer on which the software runs was listed both in the summary of included software and in the annotated description. No attempt was made to include or exclude programs based on their operating systems.

The featured programs include drill-and-practice, simulations, educational games. word processing programs, and tutorials.

Section II: Annotated Listing of Software

The featured software is listed alphabetically by instructional category (English, Life Skills, Math, and Reading). The annotated remarks include descriptions and some perceived strengths and weaknesses of individual programs. A complete list of all software analyzed may be found in the Appendix.

Section III: Appendix

The Appendix is divided into four main categories: technical assistance, listings of reviewed software, resources, and a comment form.

Technical Assistance:

The three **Glossaries** contain the most comon computer terminology and the terms used in the description of the software.

Hardware Decisions describes some of the common hardware components.

The Illustrated Guide to the Computer is a short primer on computers. The areas include "The Parts of a Computer system," "The Uses of a Microcomputer," "How a Computer System Operates," and "Formatting and Backing Up MS_DOS and proDOS Disks." These sections, written for novices in technology use, provide concise explanations and easy-to-follow directions. Individuals just beginning to use computer assisted instruction should review the sections on formatting and making back-up disks. Frequently publishers refer to formatting or making back-up disks without including the neccessary steps in their documentation.

Listing of All Software Reviewed:

Software reviewed in the *Guide* has been given bullets in this listing. Titles in bold print are items newly reviewed for this edition. The completed analysis forms are available upon request.

Resources:

The resource pages include a membership application and newsletter subscription to the Adult Literacy and Technology Project, contact information for the project's Technology Consultants, Program Resources—listingother groups that have compiled annotated software lists—and the publishers of the software included in this publication.

Share Your Expertise:

The removable, self-addressed form is an attempt by the publishers of this *Guide* to produce future editions that meet reader needs.

SOFTWARE EVALUATION FORM

SOFTWARE TITLE

SOFTWARE TITLE: _____

PUBLISHER: _____ PUBLICATION DATE: _____

ADDRESS: _____

ORDER PHONE: _____ TECHNICAL HELP PHONE: _____

PRICE: _____

PROGRAM INFORMATION

TYPE: Drill and Practice Simulation Tutorial Other _____

ADULT INTEREST: Yes No

DIFFICULTY LEVEL: ABE (0-4) ABE (5-8) GED ESL Developmental Ed

CURRICULUM AREA: Citizenship Grammar Mathematics Problem Solving
Reading Science Spelling Social Studies
Writing Other _____

DOCUMENTATION: Good Fair Poor

SUPPORT MATERIALS: Workbook Worksheets Answer Key Text Other ____

DESCRIPTION: _____

_____

_____

PROGRAM REQUIREMENTS

TYPE OF COMPUTER: Apple ____, IBM ____, Tandy, C-64, Other _____

KEYBOARD SKILLS: Low Medium High

NUMBER OF DISK DRIVES: One Two

MEMORY: 48 64 128 Other _____

PERIPHERALS: Printer B & W Monitor Color Monitor Other _____

NAME OF REVIEWER: _____ DATE OF REVIEW: _____

INSTITUTION: _____ PHONE: _____

ADDRESS: _____

INSTRUCTIONAL FORMAT	YES	NO	N/A
1. Are directions available on the disk?			
2. Are directions appropriate to reading level?			
3. Is the use of graphics appropriate for adult learners?			
4. Is the lesson appropriate to the intended reading level?			
5. Is the use of audio appropriate?			
6. Is the content accurate and free from errors?			
7. Is the content free of racial/sex/age/ethnic stereotypes?			
8. Does the program achieve its defined purposes?			
9. Is there positive reinforcement?			
10. Is failure rewarded?			
11. Is there feedback for correct answers?			
12. Is there help after an incorrect answer?			

PROGRAM FORMAT	YES	NO	N/A
1. Does the disk begin with a menu?			
2. Can the menu be returned to easily?			
3. Is the screen advance user-controlled?			
4. Is the audio adjustable?			
5. Can instructions be bypassed?			

MANAGEMENT FORMAT	YES	NO	N/A
1. Is there a student recordkeeping system?			
2. If so, is it easy to use?			
3. Can records be deleted?			
4. Can the program be modified?			
5. If so, is modification easy?			

OVERALL RATING: Excellent Good Fair Not Recommended

EVALUATIVE COMMENTS: (describe strengths and weaknesses)
Strengths:

Weaknesses:

INSTRUCTIONAL APPLICATIONS (explain how this program could be used)

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Summary of Included Software

Summary of Included Software

Key: Bold print = 1989 Reviews
A = Apple family At = Atari T = TRS80 I = IBM family C = Commodore
M = MacIntosh

Title	*Publisher*	*Category*	*Computer*
Adjectives	**Hartley**	**English**	**A.I**
Adventures With Fractions	MECC	Math	A.C
Adverbs	**Hartley**	**English**	**A.I**
Algebra 1-6	**Educulture**	**Math**	**A**
Algebra Made Painless	**Educational Activities**	**Math**	**A.I**
AppleWorks	Claris	English	A
Arithmetic Doctor: Fractions	Educational Activities	Math	A.T
Bank Street Writer III	Scholastic	English	A.I
Bard's "Pro-Am" Writing System	**Writing Software Int'l**	**English**	**A**
Basic English Skills	Encyclop. Brittanica	English	A
Basic Math Competency Skill Building	**Educational Activities**	**Math**	**A.I**
Be A Winner: Be Assertive	**MCE**	**Life Skills**	**A.I**
Be A Winner: Be Motivated	**MCE**	**Life Skills**	**A.I**
Be A Winner: Negotiate	**MCE**	**Life Skills**	**A.I**
Be A Winner: Set Your Goals	**MCE**	**Life Skills**	**A.I**
Best Of Education 064	Public Domain	Math	A
Building Memory Skills	**MCE**	**Life Skills**	**A.I**
Capitalization	Hartley	English	A
Capitalization Plus	**Microcomputer Workshop**	**English**	**A**
Career Readers	Fearon	Reading	A
Career Steps: Present Yourself For Success	**MCE**	**Life Skills**	**A.I**
CAW: Computer-Assisted Writing	Educational Activities	English	A.I
Chemeketa Math Drills	Public Domain	Math	A
Cloze Plus	**Milliken**	**Reading**	**A**
Combining Sentences	**IBM**	**English**	**I**
Comprehension Connection	Milliken	Reading	A
Comprehension Power	Milliken	Reading	A
Constitution & The Government	Educational Activities	Reading	A
Core Reading & Vocabulary Development	Educational Activities	Reading	A.T.I
Create Spell It	Hartley	English	A
Create Vocabulary	**Hartley**	**English**	**A**

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Title	*Publisher*	*Category*	*Computer*
Creating The U.S. Constitution	Educational Activities	Reading	A
Crossword Magic	Mindscape	Reading	A.I.At.C
Diascriptive L.A. Dev.	Educational Activities	English	A.C.T.
Diascriptive Reading III	Educational Activities	Reading	A.Ac.C.P.I
Dilemma	Educational Activities	Reading	A
Disk No. 062 - Education	Public Domain	English	A
Earth Through Time And Space	**Educational Activities**	**Reading**	**A.I**
Easy Graph	Grolier Elect.	Math	A.C.I
English: Basic Mechanics	Conduit	English	A
English Basics: Parts Of Speech	Educational Activities	English	A.At.T.I.C. P
English On The Job: Computer Service Technician	**Conover Company**	**Life Skills**	**A**
English: Parts Of Speech	**MECC**	**English**	**A**
Essential Idioms In English	**Regents/American Lang.**	**English**	**A**
Exploring Tables And Graphs	**Weekly Reader**	**Math**	**A**
Filling Out Job Applications	**MCE**	**Life Skills**	**A.I**
Final Chapter	**Ombudsman**	**Reading**	**A**
FrEd Writer	Public Domain	English	A.I
Gapper	HRM Software	Reading	A
Geometry Alive	**Educational Activities**	**Math**	**A**
Ghost Writer	MECC	English	A
Grammar And Writing	Britannica	English	A
Grammar Examiner	**DesignWare**	**English**	**A.I**
Grammar Mastery	**Regents/American Lang.**	**English**	**A**
Grammar Problems	Milliken	English	A
Job Success: Looking Good	**MCE**	**Life Skills**	**A.I**
Job Success: Your First Day On The Job	**MCE**	**Life Skills**	**A.I**
Job Success: Your Personal Habit	**MCE**	**Life Skills**	**A.I**
Key Words	**Humanities Software**	**Reading**	**A**
Keys To Responsible Driving	CBS Software	Life Skills	A
L.A. Grammar Probs. For Practice	Milliken	English	A
L.A. The Rules And The Partner	**Morning Star**	**English**	**A**

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Title	*Publisher*	*Category*	*Computer*
L.A. USAGE	**Houghton Mifflin**	**English**	**A.I**
LAP: Automotive	**Conover Company**	**Life Skills**	**A**
Leap I	Educational Activities	Reading	A.I
M-ss-ng L-nks	Sunburst	Reading	A.T.I.C
Magic Slate	Scholastic	English	A
Master Spell	MECC	English	A
Math Assistant I - II	**Scholastic**	**Math**	**A.I**
Math For Everday Living	**Educational Activities**	**Math**	**A.At.T.I. C.P**
Math On The Job - Carpenter	**Conover Company**	**Life Skills**	**A**
Math Sequences	Milliken	Math	A.At
Math Shop	Scholastic	Math	A
Math: Solving Story Problems	Houghton Mifflin	Math	A
Money! Money!	**Hartley**	**Math**	**A.I**
Multi-Scribe	Scholastic	English	A
Nouns/Pronouns	**Hartley**	**English**	**A.I**
Our Weird And Wacky World	Educational Activities	Reading	A.T.C.At. P
Parts Of Speech II & III	**IBM**	**English**	**I**
Physical Science Series: Machines, Work & Energy	**Educational Activities**	**Reading**	**A.I**
Picture Perfect	**Mindplay**	**English**	**A.I**
Print Shop	Broderbund	Word Proc.	A.I
Project Star	**Hartley**	**Reading**	**A**
Punctuation (II, III, IV)	**IBM**	**English**	**I**
Punctuation Put-On	**Sunburst**	**English**	**A.I**
Quations	**Scholastic**	**Math**	**A.I**
Reading & Writing Connection	Hartley	Reading	A
Reading Around Words	ICT	Reading	A
Reading For Meaning: Level I, II, III, IV	**IBM**	**Reading**	**I**
Reading Klooz: Mixed Operations-Whole Numbers	**Midwest Publications**	**Math**	**A**

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Title	*Publisher*	*Category*	*Computer*
Reading Tutorial Comprehension: Comprehension	**Random House**	**Reading**	**A**
Reading Tutorial Comprehension: Details	**Random House**	**Reading**	**A.I**
Reading Tutorial Comprehension: Main Idea	**Random House**	**Reading**	**A.I**
Reference Micro Mysteries	**FOCUS**	**Reading**	**A.I**
Resumes Made Easy	**MCE**	**Life Skills**	**A.I**
Roots and Affixes	**Hartley**	**English**	**A.I**
SAT - English I	**Microlab, Inc.**	**English**	**A**
Sentence Combining	**Milliken**	**English**	**A**
Short Vowels	**Intellectual**	**Reading**	**A**
Skills Bank II: Language Series	Softwriter Dev.	English	A.I
Skills Bank II: Mathematics Series	Softwriter Dev.	Math	A.I
Skills Bank II: Reading	Softwriter Dev.	Reading	A.I
Smart Alex	Smart Alex	Reading	A.C.I
Speed Reader II	Davidson	Reading	A.I.M.C
Spelling (Vol. 1 and 2)	MECC	English	A
Spelling Rules	**Micro Power & Light Co.**	**English**	**A**
Spelling Wiz	**DLM**	**English**	**A**
Survival Math	Sunburst	Math	A.At.T.C
That's My Job I & II	**Hartley**	**Reading**	**A**
Those Amazing Reading Machines I-IV	MECC	Reading	A
Tutorcourse BLS 100R: Reading Comprehension	BLS	Reading	A
Typing Tutor III	Simon & Schuster	English	A.I
Verbs	**Hartley**	**English**	**A.I**
Verbs Usage 1-4	**Hartley**	**English**	**A.I**
Vocabulary Skills: Context Clues	Media Materials	Reading	A
Vocabulary Skills: Prefixes	Media Materials	Reading	A
Vocational Readers	Fearon	Reading	A
Where In The World Is Carmen San Diego	Broderbund	Reading	A
Who,What,When,Where,Why	**Hartley**	**Reading**	**A.I**
Word Attack	Davidson	Reading	A.M.I.C

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Title	*Publisher*	*Category*	*Computer*
Word Detective	**Sunburst**	**Reading**	**A.I**
Word Herd: Look Alikes	MECC	English	A
Word Herd: Sound Alikes	MECC	English	A
Word Math	Milliken	Math	A
Word Muncher	MECC	Reading	A
Word Processing	Milliken	English	A
Word Structure	**Jostens**	**Reading**	**A**
Words At Work: Compound It	MECC	Reading	A
Words At Work: Prefix Power	MECC	Reading	A
Words At Work: Suffix Sense	MECC	Reading	A
Writing A Character Sketch	MECC	English	A
Writing A Narrative	MECC	English	A
Writing An Opinion Paper	MECC	English	A
Writing Competency Program	**Educational Activities**	**English**	**A.I**
Writing Workshop	Milliken	English	A

ENGLISH SOFTWARE
LISTED ALPHABETICALLY

ADVERBS*

Publisher: *Hartley*
Cost: *$39.95*
Computer: *Apple/IBM*
Subject Area: *Grammar*
Use: *ABE*

Description: The single-disk program of ten lessons guides the students through the process of identifying adverbs within the sentence, identifying an adverbial prepositional phrase, and identifying intensifiers. The management system allows for modification of lessons, deletion of information, and tracking of progress.

Evaluative Comments

Strengths: It is simple to use. The large, clear print is easy to read. Although part of a grammar series, it can easily be used alone.

Weaknesses: The material may be too slow for pre-GED students.

ADJECTIVES

Publisher: *Hartley*
Cost: *$39.95*
Computer: *Apple/IBM*
Subject Area: *Grammar*
Use: *ABE/ABE+*

Description: The tutorial program contains nine lessons that cover the identification of the adjective, pronouns used as adjectives, possessive nouns used as adjectives, and prepositional phrases used as adjectives. The management system, which can be easily modified by the instructor, includes measures of the total number of correct answers and the percentage correct on the first try.

The program is part of a grammar series that can include a diagnostic test.

Evaluative Comments

Strengths: The lessons are easy to modify, the text is effortless to read on the monitor, and the explanations are slow and cautious with branching for incorrect answers. Although it is part of a grammar series, it can easily be used as a separate component.

Weaknesses: It is not designed for GED students wanting to brush up on adverbs. The program's simple management system does not provide enough information to be diagnostic.

* Reviews which are new for the 1989 edition of the Guide to Recommended Software appear with their titles in capital letters. Reviews reprinted from the 1987 edition appear in lower case letters.

AppleWorks

Publisher: *Claris*
Cost: *$195*
Computer: *Apple*
Subject Areas: ***Word Processing, Data Base, Spreadsheet***
Use: ***ABE+/GED/DE***

Description: The integrated program contains word processing, spreadsheet, and database. Each application can be used without rebooting the program. The applications are opened from files. The desktop holds up to twelve different files at one time. The files from one application, i.e., database can be placed into files of other applications, i.e., word processing.

Evaluative Comments

Strengths: The program can handle the management functions of small literacy centers. It is an excellent tool for teaching spreadsheets and data bases.

Weaknesses: The program requires some training for students to become proficient in its use. Some students, staff, and managers may become frustrated with the format. This is not a beginning word processing program for most students.

Bank Street Writer III

Publisher: *Scholastic*
Cost: *$79.95*
Writing Lab (lessons) $89.95
Writing Skills Bank (lessons) $59.95
Computer: *Apple, IBM*
Subject Area: *Word Processing*
Use: ***ABE/ABE+/GED/DE***

Description: This is an easy to use, inexpensive word processing program that includes an integrated spelling "corrector" and thesaurus. The program operates on 20, 40, or 80 columns. The spelling "corrector" offers the options of wild card and anagram searches. The flip side of the program disk includes a tutorial.

Evaluative Comments

Strengths: The word processing program is easy enough for beginning students, offers large print (20 col.) for students with vision problems, and operates an easy to use spelling/ thesaurus program.

Weaknesses: This program needs a computer with at least 128 K.

Weaknesses: This program needs a computer with at least 128K of memory. The text is difficult to read on a color monitor .

BARD'S "PRO-AM" WRITING SYSTEM

Publisher: *Writing Software International*
Cost: *$69.95*
Computer: *Apple*
Subject Area: *Grammar*
Use: *ABE/GED*

Description: The easy-to-use word processing program includes a built-in spelling checker. The training tutorial is on the back side of the disk.

Evaluative Comments

Strengths: The word processing program can be used in the office and in the classroom.

Weaknesses: There is no option for large 40 column letters.

Basic English Skills: Parts of Speech

Publisher: *Encyclopaedia Britannica*
Cost: *$349*
Computer: *Apple*
Subject Area: *Grammar*
Use: *ABE+/GED*

Description: This program is a comprehensive grammar series on nouns, pronouns, adjectives, verbs, adverbs, prepositions, and conjunctions that includes a brief tutorial with exercises. Each major area is divided into specific objectives. For example, the adjective disk includes lessons on identification of adjectives; compassing forms; and demonstrative, descriptive, indefinite, limiting, and possessive adjectives.

Evaluative Comments

Strengths: It provides a good review for ABE/GED students. If the student misses too many exercises, the program branches back to the tutorial.

Weaknesses: No management system is available. Some students will need more exercises to grasp the objective.

Capitalization

Publisher: *Hartley*
Cost: *$49.95*
Computer: *Apple*
Subject Area: *Grammar*
Use: *ABE*

Description: Students practice capitalizing the first word in the sentence, the pronoun, proper nouns, titles, etc. The program begins with a brief tutorial followed by practice exercises.

The management system allows instructors/tutors to alter the number and the text of practice sentences.

The test disk contains practice tests on each of the seven objectives—independently or in a combined format.

Evaluative Comments

Strengths: The easy-to-alter text allows the vocabulary to match student needs. Instructors can develop vocational-based lessons.

The corrected sentence appears at the bottom of the screen. The management system records progress, completed objectives, percent correct, and number of questions attempted.

Weaknesses: The program is slow. Some students may become impatient.

CAPITALIZATION PLUS

Publisher: *Microcomputer Workshop*
Cost: *$44.95*
Computer: *Apple*
Subject Area: *Grammar*
Use: *ABE+/GED*

Description: This program provides an intensive review of capitalization rules. The diagnostic test recommends rules that students should review. The instructor can edit or modify the exercises used in the drill of the rules. Thirty-eight lessons are drawn from a data base.

Evaluative Comments

Strengths: The database can be modified or edited to fit the needs of the students. There is feedback for incorrect answers.

Weaknesses: The response to the incorrect answer is a review of the rule.

CAW: Computer-Assisted Writing

Publisher: *Educational Activities, Inc.*
Cost: *$159*
Computer: *Apple, IBM*
Subject Area: *Writing*
Use: *ABE/GED*

Description: Computer-Assisted Writing has three disks—"The Business Letter of Complaint," "The Report," and "The Persuasive Composition"—each designed to emphasize a different type of writing. Students work with a program disk and data disk.

In program disk #1, "The Business Letter of Complaint," students must respond to a letter of complaint. The software guides the student through a series of preparation exercises, i.e., identifying the facts in the problem paragraph.

After identifying the elements of the "model" paragraph, students select a topic (failure to receive a refund, receipt of damaged goods, or problems over a bill) and write their own problem paragraph. This paragraph then becomes part of a business letter. The computer prints a form perfect business letter encompassing the students' paragraph and a return letter. The return letter contains an analysis of each student's letter.

The second disk, "The Report," guides students through the process of organizing notes into logical units and writing a two-paragraph report.

In the "Seven Note Report," students organize a group of seven notes into one main idea with six details. The detailed notes are organized in chronological order. Once organized, students must convert the notes into sentences. Then they must move the compiled sentences into a paragraph.

The third disk, "The Persuasive Composition," requires that students write a well-organized persuasive composition.

Evaluative Comments

Strengths: This package is not designed for instructors teaching writing "the natural way." It is designed to give students a "cookbook" approach to writing letters of complaint and simple themes on information or persuasion.

In the "Letter of Complaint," students receive an analysis of their letter via a return letter. That return letter requests that students include information missing in the original letter. The approach is both unique and effective. Students rewrite their letters to include the missing information.

Instructors faced with the new writing requirement of the GED should take a close look at this program. The highly organized, sequential approach to writing can provide the student with the framework for writing short themes.

This is a powerful interactive writing program. Many adult students will feel more confident aproaching writing with a sequential process.

Weaknesses: The cookbook approach to writing often discourages creative thought.

COMBINING SENTENCES: LEVEL II

(Comes also in levels III & IV)
Publisher: *IBM*
Cost: *$80.*
Computer: *IBM*
Subject Area: *Writing/Grammar*
Use: *ABE+/GED*

Description: The program has two parts: "Study" teaches methods of combining short sentences and "Ghostwriters Game" allows students to practice the combining patterns.

Evaluative Comments

Strengths: The disk is colorful and sequentially-based. Although it does not have a management system, students are told when to record their answers.

Weaknesses: The use of the function key is complicated. The "Ghostwriters" stories are very long with little student activity (other than reading) required.

Create Spell It

Publisher: *Hartley*
Cost: *$29.95 (CC-Pak $69.95)**
Computer: *Apple*
Subject Area: *Language Arts*
Use: *ABE+/GED*

Description: The computer and cassette recorder work together in this program. The directions on the monitor tell students when to start the cassette recorder. Students listen to the word in isolation, in the sentence, and then type the word into the computer.

The instructor dictates up to twenty words in sentences for each lesson.

The management system keeps track of what the learner actually typed into the computer. At the end of each lesson, students' mistakes are presented opposite what the word should have been. Learners and instructors can make the comparisons.

Evaluative Comments

Strengths: Tracking what students actually typed allows the instructor to do an item- by-item analysis and diagnosis of spelling errors. Since the instructor makes the tapes, the tapes can be personalized for individual students. Tapes can be bilingual, with the directions given in one language and the lessons in English.

Weaknesses: There are no prepared tapes. It takes time to make the tapes, which can only have 20 words on each side of the tape. Tapes must be made on the tape recorder that the students will use. Tapes should be pre-stretched to keep the synchronization.

* A Hartley Cassette Connect Device (CCD) is required.

Diascriptive Language Arts Development

Publisher: *Educational Activities*
Cost: *$365*
Computer: *Apple, TRS 80, IBM*
Subject Area: *Grammar*
Use: *ABE+/GED*

Description: The program combines diagnosis, placement, and tutorial in six areas of grammar. The diagnostic test is comprised of subtests. Students must successfully pass one subtest before moving to the next. The test stops students at their frustration level.

The program addresses six areas of language arts development: sentence mechanics, sense, naming words, action words, pronouns, and describing words. Within each of the areas are six skill levels that correspond to skills usually taught in the elementary grades. The initial skill lessons begin with competencies found in first/second grades. The final lessons cover fifth/sixth grade topics.

Evaluative Comments

Strengths: Diascriptive Language Arts Development looks impressive. It matches the diagnostic testing to instruction. The students take the test up to the point of frustration. Then the program "kicks-out" the students at the point of failure. Programs operating in self-paced labs can easily move students from diagnostic results to instruction.

Weaknessess: According to the publishers, the program is carefully controlled at the 3.5 reading level. Many 3.5 readers will have difficulty with the vocabulary if they are not familiar with the materials. There are a limited number of exercises. Most students will need additional assistance.

Disk No. 062 - Education

Publisher: *Public Domain*
Cost: *No Charge*
Computer: *Apple*
Subject Area: *Spelling*
Use: *ABE/ABE+/GED/DE*

Description: This software contains pre- and beginning-reading programs. "My Spelling Test" and "Spelling" offer tachistoscope spelling practice to students at any level of instruction. Students/instructors must enter their own words. In letter match, students match upper and lower case letters.

Evaluative Comments

Strengths: This inexpensive program offers students an effective means of improving spelling. The disk is easy to copy. Instructors can make disks for students who have access to computers.

Weaknesses: The disk does not have a menu. Students must type in "Catalog" to get a listing of the program. Then they must type "run" and the exact name of the program before the desired program will appear.

English: Parts of Speech

Publisher: *MECC*
Cost: *$39*
Computer: *Apple*
Subject Area: *English*
Use: *ABE/ABE+/DE*

Description: The program offers drill on grammar topics (nouns, verbs, prepositions, adverbs, adjectives, conjunctions and interjections). If students answer the first three problems correctly, they advance to the next level. An explanation is given for incorrect answers with visual illustration of the sentence parts. A test generator is included.

Evaluative Comments

Strengths: The program provides a good explanation with graphic representation of sentence parts. By asking for the second verb or second preposition, the program encourages students to consider more than one verb, noun, etc. per sentence. The test generator is easy to operate.

Weaknesses: Although instructors can generate tests, they cannot alter the sentences. There is no answer key with the generated test.

ESSENTIAL IDIOMS IN ENGLISH

Publisher: *Regents/American Language Academy*
Cost: *$39.95*
Computer: *Apple*
Subject Area: *Grammar*
Use: *ESL*

Description: This is an idiom tutorial/drill program that moves the student from answering multi-choice questions on the idiom to fill-in exercises.

Evaluative Comments

Strengths: ESL students respond well to the program.

Weaknesses: To be most effective, students must have intermediate ESL skills and be able to read at the second grade level.

FrEd Writer

Publisher: *Public Domain/CUE*
Cost: *No Charge*
Computer: *Apple*
Subject Area: *Word Processing*
Use: *ABE/ABE+/GED*

Description: This inexpensive word processing program is similar to Applewriter. It allows students, staff, and instructors to move, reproduce, or delete blocks of text. The program is powerful, yet easy enough to use in the office and in the class.

Evaluative Comments

Strengths: Literacy programs with limited funds should find it a useful addition. The operating instructions are included in the program.

Weaknesses: This is not a beginning word processing program. It helps to have background in word processing.

Ghost Writer

Publisher: *MECC*
Cost: *$89*
Computer: *Apple IIe*
Subject Area: *Writing*
Use: *ABE/GED/DE*

Description: This style checker is designed to work with both DOS 3.3 and ProDOS word processing programs, i.e., AppleWriter, AppleWorks, Bank Street Writer, Milliken Word Processing, MECC Writer, PFS:Write. The program provides a Fry readability check of the passage, analysis of sentence length in graph form, check of transition and topic sentence, a comparison of homonyms found in the passage and the various meanings of the homonyms, usage report of the "to be" verb, prepositions, nominalizations, subordinating and coordinating conjunctions, and an analysis of vocabulary that involves a chart of word frequencies. The entire evaluative process is summarized into a single page report complete with possible suggestions for improvement.

Evaluative Comments

Strengths: "Ghost Writer" is one of the few style checkers on the market that is easy to use. It is adaptable to many of the word processing programs used by adult students.

Student writers frequently have difficulty judging their work. This program provides a welcome aid to novice writers.

Weaknesses: Students may find the various categories of analysis confusing and meaningless. Instructors/tutors need to explain the significance of the categories to the students.

The writing suggestions on the review sheet are general and may appear "canned" after repeated uses.

GRAMMAR AND WRITING

Publisher: *Britannica*
Cost: *$296*
Computer: *Apple*
Subject Area: *Writing*
Use: *ABE*

Description: This is a four-disk, grammar-based tutorial presented in a game format. Students move through three increasingly more difficult drills in each game. "Isarati" covers the parts of speech, "Underwater Odyssey" covers English sentence patterns, "Excavation" covers grammatical usage in the context of writing, and "Frontiers of Space" guides the students through methods of editing paragraphs.

Evaluative Comments

Strengths: The non-traditional game format appeals to some students. Although the tutorial is brief, the exercises provide good practice on the objective.

Weaknesses: Some students will feel uncomfortable with the game format. The program tends to work better on younger populations.

THE GRAMMAR EXAMINER

Publisher: *DesignWare*
Cost: *$49.95*
Computer: *Apple/IBM*
Subject Area: *Grammar*
Use: *ABE/GED/DE*

Description: The students assume the role of cub reporter and work their way up to editor-in-chief by correctly answering usage and punctuation problems. The drill program contains four different tracks. Students and instructors can develop/modify the preprogrammed tracks.

Evaluative Comments

Strengths: This is an excellent drill on punctuation and usage in context. Instructors can alter the program to match instructional needs.

Weaknesses: It is a competitive game that focuses on drill and practice.

GRAMMAR MASTERY

Publisher: *Regents/American Language Academy*
Cost: *$39.95*
Computer: *Apple*
Subject Area: *Grammar*
Use: ABE

Description: The software program provides drill and practice in the areas of homonyms, verbs, pronouns, modifiers, and spelling. "Homonyms" includes drill on contraction homonyms (cent, scent, sent) and two lessons on confusing pairs (accept, except). "Verbs I" provides practice on forty irregular verbs. Students must select the correct irregular verb form for the given sentence. The second disk on verbs, "Verbs II," begins with verb agreement, including the verbs "be," "do," and "have" and proceeds through subject-verb agreement.

Individual lessons include inverted order, indefinite pronouns, collective nouns and amounts, and special nouns ending in "s." The program is drill-and-practice with review tests after each lesson.

Evaluative Comments

Strengths: Students receive extensive practice with homonyms, with the most common irregular verbs, and with using subject-verb agreement. The tight management system enables the instructor to assign each student to the appropriate area of deficiencies. It is useful with ABE and ESL students. The program provides a review with explanations.

Weaknesses: The program should be used on a monochrome screen; it is very difficult to read on a color monitor. The help option does not branch. In "Verbs II," students get a chart of the "to be" verb by tense. The management system takes time to learn. Students will need to be taught the objectives prior to using the program.

Language Arts: Grammar Problems for Practice

Publisher: *Milliken Publishing Company*
Cost: *$225, $80/disk*
Computer: *Apple*
Subject Areas: *Grammar*
Use: *ABE+/GED*

Description: The software program provides drill and practice in the areas of homonyms, verbs, pronouns, modifiers, and spelling. "Homonyms" includes drill on contraction homonyms (cent, scent, sent) and two lessons on confusing pairs (accept, except). "Verbs I" provides practice on forty irregular verbs. Students must select the correct irregular verb form for the given sentence. The second disk on verbs, "Verbs II," begins with verb agreement, including the verbs "be," "do," and "have" and proceeds through subject-verb agreement.

Individual lessons include inverted order, indefinite pronouns, collective nouns and amounts, and special nouns ending in "s." The program is drill-and-practice with review tests after each lesson.

Evaluative Comments

Strengths: Students receive extensive practice with homonyms, with the most common irregular verbs, and with using subject-verb agreement. The tight management system enables the instructor to assign each student to the appropriate area of deficiencies. It is useful with ABE and ESL students. The program provides a review with explanations.

Weaknesses: The program should be used on a monochrome screen; it is very difficult to read on a color monitor. The help option does not branch. In "Verbs II," students get a chart of the "to be" verb by tense. The management system takes time to learn. Students will need to be taught the objectives prior to using the program.

Magic Slate

Publisher: *Sunburst*
Cost: *$99.95*
Computer: *Apple*
Subject Area: *Writing*
Use: *ABE/ABE+/GED/DE*

Description: This word processing program allows students to use 20, 40, or 80 columns. The commands are consistent among the choices of each column size. Tutorial and teaching activities accompany the disk.

Evaluative Comments

Strengths: The word processor combines the ease of a beginning program with the necessary sophistication of more involved programs. Instructors/tutors may find the supplemental activities helpful. The program operates on a 64K Apple.

Weaknesses: There is some manipulation involved in setting up the column size and printer specifications. This probably should be done by staff familiar with computers.

NOUNS / PRONOUNS

Publisher: *Hartley*
Cost: *$39.95*
Computer: *Apple/IBM*
Subject Area: *Grammar*
Use: *ABE/ESL*

Description: This tutorial program covers nouns and pronouns. Students must identify the noun as a person, place, or thing. After successful completion of three lessons on nouns, the program moves to proper and common nouns, identification and formation of singular and plural nouns, irregular plural form, possessive nouns and possessive form of nouns ending in s. On the second disk, students work through pronouns, pronouns as subjectives, possessive pronouns, object pronouns, and pronoun antecedents.

The program includes a management system with record keeping for up to 50 students. The instructor can modify lessons, build new ones, and print lessons and student records.

Evaluative Comments

Strengths: It ia a versatile program that permits the instructor to match lessons to the students' needs/interests. The modification process is easy to use and the lessons are specific. This program is especially effective with ABE and ESL students.

Weaknesses: The large letters and program speed may be inappropriate with advanced students.

Master Spell

Publisher: *MECC*
Cost: *$59*
Computer: *Apple*
Subject Area: *Spelling*
Use: *ABE/ABE+/GED/DE*

Description: The expanded flash-card spelling program that allows the instructor/tutor to make spelling lists with sentences. The words presented to the students appear with the key word in a box and a sentence with the word underlined. After the students type the word three times, the word is covered and the students type the word from memory.

Evaluative Comments

Strengths: The management system is easy to use and modify. Instructors/tutors can easily insert the students' spelling (vocabulary) words. The management system shows the students' incorrect responses.

The presentation style (word in isolation, word underlined in sentence, practice writing the word, and writing the word from memory) allows students to use all their modalities.

The data disks can operate independently of the master disk. It is possible for each class, each student, or each instructor/tutor to have his/her own data disk(s).

Weaknesses: Instructors/tutors will need to enter words and sentences before the students can use the software. A learning center may want to consider producing a number of "in-house" premade data disks for the reluctant instructor/tutor. No control of time is possible.

Multi-Scribe

Publisher: *Scholastic*
Cost: *$99.95*
Computer: *Apple*
Subject: *Writing*
Use: *ABE/GED*

Description: The mouse- or keyboard-driven word processing program includes an integrated spelling checker and grammar analysis. The program includes options of fonts and print size. The text can be integrated with graphics. A graphics disk accompanies the package. The program comes complete with a curriculum guide and writing suggestions.

Evaluative Comments

Strengths: The mouse-driven option makes the program operate much like a Macintosh type word processor. The program comes with six different fonts, named after famous authors, and three letter sizes. Students with visual problems find the large letter sizes helpful.

Students can easily check their spelling with the spelling checker. They only need to highlight the text, move the mouse or cursor over the material, and press a letter or click

PARTS OF SPEECH II & III

Publisher: *IBM*
Cost: *$80/level*
Computer: *IBM*
Subject Area: *Grammar*
Use: *ABE+/GED/DE*

Description: The two programs introduce nouns, adjectives, verbs, adverbs, pronouns, articles, conjunctions, prepositions, changing the function of words, subject/verb agreement and distinguishing confusing words.

Evaluative Comments

Strengths: The manual has copyable student record sheets. Students are instructed when to record their scores. Lessons start with a short pretest so students can decide if they need to work the lesson.

Weaknesses: The titles, "Whatzit" and "Fix-it", may confuse students. The function key use is complicated. When verbs are first introduced, the existence of intransitive verbs is not mentioned.

Print Shop

Publisher: *Broderbund*
Cost: *$49*
Computer: *Apple, IBM*
Subject Area: *Writing*
Use: *ABE/ABE+/GED*

Description: This program allows students to produce signs, greeting cards, stationery, and posters. The program includes graphics and a choice of fonts. Additional graphics disks are readily available from many publishers and vendors.

Evaluative Comments

Strengths: Print Shop gives even the beginning reading students the opportunity of typing a few words in a preset format and getting a fancy printout. Students can make personalized stationery, posters and signs, and greeting cards.

The program is very easy to learn. Instructors and tutors can almost instantly produce credible results. The current version makes it possible to see the final product before printing.

Weaknesses: The letter sizes within each line of text cannot be mixed. The amount of text is limited. The program uses lots of printer ribbon. Encourage students to make their alterations on the screen first.

PUNCTUATION (II, III, IV)

Publisher: *IBM*
Cost: *$44*
Computer: *IBM*
Subject Area: *Writing*
Use: *ABE/GED/DE*

Description: This program covers capitalization and punctuation. Included is a review of basic punctuation: periods, question marks, exclamation marks, commas in series and with quotations, commas that separate independent clauses, commas with introductory words, apostrophes, quotation marks, colons and semicolons.

Evaluative Comments

Strengths: When punctuation marks are to be inserted, students must create space for the mark.

Weaknesses: Students are told how many punctuation marks are missing in most exercises. Some exercises "give away" the need for a mark by leaving a space for it. The program may not run on a "compatible" computer.

PUNCTUATION PUT-ON

Publisher: *Sunburst*
Cost: *$89*
Computer: *Apple/IBM*
Subject Area: *Grammar*
Use: *ABE/GED/DE*

Description: This interactive program requires that students place the correct punctuation marks in dialogue, narration, poetry and other writing genres.

Evaluative Comments

Strengths: The program allows students to practice punctuation in a variety of working styles and includes samples of quality writing.

Weaknesses: The program would be improved if the writing samples included adult survival topics.

ROOTS AND AFFIXES SAT - ENGLISH I

Publisher: *Microlab Inc.*
Cost: *$39.00*
Computer: *Apple*
Subject Area: *Grammar*
Use: *GED/DE*

Description: Students practice vocabulary, analogies, usage, and comprehension drills in a SAT format.

Evaluative Comments

Strengths: The disk is a helpful review for GED students who needs a high GED score in English usage.

Weaknesses: The program is formatted for the SAT, not the GED. The selections on vocabulary and analogies do not exist on the GED.

Sentence Combining

Publisher: *Milliken*
Cost: *$140*
Computer: *Apple*
Subject Area: *English*
Use: *ABE/GED*

Description: This software is designed for students who write incomplete, run-on, and/or choppy sentences. The lessons begin with using "and" to connect predicate structures, proceed through practice combining independent clauses, and conclude with complex sentences. Every three lessons is followed with review lessons. Programs come with duplicating masters.

The objectives include distinguishing between complete and incomplete sentences, developing the ability to combine simple, compound, and complex sentences, and selecting appropriate usage.

Evaluative Comments

Strengths: This program is successful with students who have difficulty understanding grammar.

Weaknesses: The management system cannot be bypassed.

Skills Bank

Publisher: Softwriters Development Corporation/American Micro Media
Cost: *$750 (school price)*
Computer: *Apple, IBM*
Subject Areas: *Grammar, Math, Comprehension*
Use: *ABE+/GED/DE*

Description: This is a competency-based fifty-one disk system in reading, math, and language arts. Each competency area includes a brief tutorial, practice problems and exercises, a pretest and two posttests. The program prescribes lessons based on the results of the pretests. Students may receive the prescription on disk or as a handout.

Reading concepts include vocabulary (compound words, Greek elements, root words, prefixes, and suffixes), word knowledge (words with multiple meanings, homonyms, synonyms, antonyms, and idioms), and reading comprehension (literal comprehension, interpretive comprehension, critical comprehension, and figurative language). Each concept is further divided into finer components. For example, in figurative language the component includes similes, metaphors, hyperbole, and personification.

Language arts concepts include language (language expression: frequently confused nouns and verbs; using verbs, adjectives, adverbs, and pronouns), spelling (forming plurals, suffixes, and tricky words), and punctuation (periods, question marks, exclamation points, apostrophes, quotation marks, greetings and closings of letters, semicolons, colons, and capitalization).

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Math subjects include math computations (operations with whole numbers, decimals, fractions, mixed numerals, ratios, and percents), math concepts (numeration, number theory, number sentences, and number properties), math word problems (one-step word problems, two-step word problems, needed operation and information, ratio, fractions, decimals, percents, using proportions, using number sentences, percentage applications, and miscellaneous applications), and measurement and introduction to geometry and algebra (measurement, introduction to geometry, graphs, integers, introduction to algebra, and mixed topics).

The management system produces records on individual student achievement, amount of time worked on lessons, quizzes, and tests; charts of individual progress within classes; and summary reports on the progress of groups of students.

Evaluative Comments

Strengths: The prescription feature makes it quick and easy to hand students their own individual study programs on disk or in print. Students have their own disk and can begin to work immediately on their own lessons. The multiple-choice questions include quit, hint, 1, 2, 3, 4, and read options. Wrong answers are explained.

Skills Bank includes a total package for an instructional setting that needs competency based instruction in reading, math, and language arts. Purchase includes authorization to copy sufficient guides, sufficent teacher and student disks, annual updates, and technical and newsletter support from the publisher. Reports are predefined and easy to print out.

Weaknesses: Some of the reading passages are definitely written for K-9 students.

Spelling (Vol. 1 & 2)

Publisher: *MECC*
Cost: *$39 (Check local MECC source, may be out of print)*
Computer: *Apple*
Subject Area: *Spelling*
Use: *ABE+/GED*

Description: Students must select the correct spelling from three homonyms (phonetically similar words). The twenty exercises are based on the Dale Chall readability scale. Students may select any of the exercises.

Evaluative Comments

Strengths: This is a versatile program in a self-paced setting. There are many different reading-level word lists (from second to tenth grade). It is an effective GED homonym preparation exercise.

Weaknesses: Students have to type the word correctly three times. If students misspell any one of those times, they have to start over. The exercise is timed. The graph on the screen shows the amount of time students have left. It is not possible to alter the text or the time.

SPELLING WIZ

Publisher: *DLM*
Cost: *$44.00*
Computer: *Apple*
Subject Area: *Writing*
Use: *ABE+/GED*

Description: This ABE-level game involves commonly misspelled ABE words and words on the Dolch list.

Evaluative Comments

Strengths: Good for 0 to 3 students who prefer spelling practice in a game format.

Weaknesses: Because speed counts, some students may be frustrated with the game format.

Typing Tutor III

Publisher: *Simon & Schuster*
Cost: *$49*
Computer: *Apple, IBM*
Subject Area: *Key-boarding*
Use: *ABE/GED/DE*

Description: This self-guided keyboarding program guides students from home row single keys to paragraph writing. Letters are first listed in the slow lane and then, as students gets up to speed, are moved to the fast lane. Students receive drill, speed, and accuracy scores at the end of each lesson.

The management system allows students to continue at the place they left off.

Evaluative Comments

Strengths: It is a solid, no-nonsense keyboarding program that students can use individually. Students receive immediate feedback. The letters move to the fast lane as speed and accuracy increase.

Instructors in lab settings can hand students the program without having to individually set up each station.

Weaknesses: To bypass the management system, students must enter as "new student" each time and begin with the first lesson. Finger placement on the keys is not taught. Students may need to use a standard typing book to supplement this program. It is not designed to replace keyboarding instruction.

Verbs

Publisher: *Hartley*
Cost: *$39.95*
Computer: *Apple, IBM*
Subject Area: *Grammar*
Use: *ABE*

Description: The program involves initial study of verbs. The twenty lessons cover identification of simple action verbs, regular and irregular forms of verbs, verb tense, contractions, and subject-verb agreement. Each lesson focuses on a single objective with a brief tutorial followed by practice sentences.

The simple management system keeps track of student scores on each lesson. The edit function allows the instructor to edit or create text.

Evaluative Comments

Strengths: The lessons cover small objectives that build on one another. The program begins with identifying simple action verbs.

Letters are enlarged for easy viewing and the pace is slowed. The correct answer is displayed on the screen underneath the incorrect response.

The edit function is easy enough that students and instructors can edit sentences. The edited text can enable the instructor to tailor text to specific student populations.

Weaknesses: It is definitely a program designed for the ABE-level student. It is too slow for ABE+ or GED students. The management system could be eliminated,because the information is to sketchy to cue much diagnosis or direction on the instructor's part.

Verbs Usage 1-4

Publisher: *Hartley*
Cost: Apple, *$29.95 / level,*
IBM, $59.95 / level,
Computer: *Apple, IBM*
Subject Area: *Grammar*
Use: *ABE*

Description: This drill-and-practice software program provides exercises in writing from identification of the verb in a simple sentence and selection of the correct tense to recognizing subject-verb agreement. The program covers four objectives: identification of action and state of being verbs, recognition of verb as present or past tense, selection of the correct form of the singular or plural, and the determination of the correct verb based on singular and plural subjects.

Evaluative Comments

Strengths: The large print used in the program is helpful for bifocal students. English as a Second Language students frequently request time with this program. The management system allows students to change lessons.

Weaknesses: The program is too slow for some students.

Word Herd: Look Alikes

Publisher: *MECC*
Cost: *$39*
Computer: *Apple*
Subject Area: *Reading*
Use: *ABE/GED*

Description: This program is a tutorial with practice on twelve sets of similar words. Instruction is given on three levels: definition, context, and expanded meanings. Visual association and graphics are provided for the sets.

Exercises include selecting the correct word based on the context of the sentence and expanding words by adding affixes. Management system lists the students and lessons completed.

Evaluative Comments

Strengths: This is a useful basic program for helping students with confusing words. English as a Second Language students find the exercises especially helpful.

Weaknesses: The management system is limited. No scores are given.

Word Herd: Sound Alikes

Publisher: *MECC*
Cost: *$39*
Computer: *Apple*
Subject Area: *Reading*
Use: *ABE/GED*

Description: This program is a tutorial with practice on twelve sets of similar words that sound alike. Instruction is given on three levels: definition, context, and expanded meanings. The program includes visual association and graphics on each set.

Similar to Word Herd: Look Alikes., the management system lists students and the lessons they have completed.

Strengths: It is a good basic program for helping students with confusing words. English as a Second Language students request the program. There is a helpful drill-and-practice on commonly confused words.

Weaknesses: The management system is limited. No scores are given.

Word Processing

Publisher: *Milliken*
Cost: *$70*
Computer: *Apple*
Subject Area: *Word Processing*
Use: *ABE/ABE+/GED*

Description: This word processing program integrates tutorial text help with graphics that result in an easy-to-use program for the word processing novice. The visual options allow students or instructors to create materials by selecting the icon of the typewriter or to save materials by selecting the icon of the file cabinet.

Evaluative Comments

Strengths: Beginners find the program easy to use. Students need very little set up time. Prewriting and postwriting packages can be purchased making this part of a comprehensive writing package. A spelling checker is included in the postwriting component.

Weaknesses: There are no screen helps. Some students have difficulty moving from screen to screen.

Writing A Character Sketch

Publisher: *MECC*
Cost: *$49*
Computer: *Apple*
Subject Area: *Writing*
Use: *ABE/GED/DE*

Description: Writing a Character Sketch asks open-ended questions and provides examples to help students analyze both real and fictional characters. Students are guided through a series of questions to express their ideas. These can then be printed out to use as a rough draft.

Evaluative Comments

Strengths: The guided writing practice can be used as a group activity. Some students find the guided exercises very helpful.

Weaknesses: Students need to think in organized patterns, often an undeveloped skill.

Writing A Narrative

Publisher: *MECC*
Cost: *$49*
Computer: *Apple*
Subject Area: *Writing*
Use: *GED/DE*

Description: This program acts as a tutor, guiding students through the narrative process. Students learn story-starting techniques. As the students enter their own ideas, they discover key elements of narration. The program backs up the students' ideas and asks leading questions to prompt them through the whole narration process.

Evaluative Comments

Strengths: This is guided writing that channels students through a process. It is best used with more advanced students who have good language skills.

Weaknesses: Students need to have good typing and writing skills.

Writing An Opinion Paper

Publisher: *MECC*
Cost: *$49*
Computer: *Apple*
Subject Area: *Writing*
Use: *GED*

Description: Students are given interactive examples and models to help them distinguish between fact and opinion. The computer tutors students in how to analyze a topic, formulate opinions, and assemble evidence.

Evaluative Comments

Strengths: The program has the built-in word processor with split-screen capability. This lets the students see their notes while they type the paper.

Weaknesses: The program needs 64K and an 80 column card. If the computer lab has a mixture of older and newer Apples, color code this program and the computers that it will run on.

WRITING COMPETENCY PROGRAM

Publisher: *Educational Activities*
Cost: *$89*
Computer: *Apple/IBM*
Subject Area: *Writing*
Use: *ABE+/GED/DE*

Description: The tutorial program enables students to write business letters. In "Writing the Business Letter," students must actually write a letter of complaint. The printout of that letter includes suggestions and recommendations for improvement. The report exercise requires that students arrange the ideas according to thesis, main ideas and details and then proof the report. "Writing a Persuasive Composition" includes a discussion of audience, paragraph organization and key words.

Evaluative Comments

Strengths: Students are involved in realistic, adult situations complete with great graphics. The printout assesses the students' product and includes suggestions for improvement.

Weaknesses: There are a limited number of correct solutions to the problems posed in each of the three exercises.

Writing Workshop

Publisher: *Milliken Publishing*
Cost: *$195*
Computer: *Apple*
Subject Area: *Writing*
Use: *GED/DE*

Description: "Pre-writing" contains three different programs: (1) "Brainstorming" helps the students to think of a topic and expand upon it. Ideas are grouped and labeled to help students work towards paragraphs. (2) "Branching" walks students through a process to create an outline. The prompts ask students to give details to support the main ideas. (3) "Nutshelling" has students choose from five types of writing from story to letter. Next, a list of questions pertinent to the type of writing selected helps students to focus the writing.

Evaluative Comments

Strengths: This approach to writing helps students through the fear of a blank page and over the crisis of having nothing to say. The exercises lend themselves to small groups.

Weaknesses: Individual programs are not integrated nor can the work produced be transferred to a word processing program without retyping it.

LIFE SKILLS SOFTWARE
LISTED ALPHABETICALLY

BE A WINNER: BE ASSERTIVE*

Publisher: *MCE*
Cost: *$69.95*
Computer: *Apple/IBM*
Subject Area: *Life Skills*
Use: *ABE+/GED*

Description: The single-disk program is a guide on assertiveness identification and its use. Students will be able to identify assertive, aggressive, non-assertive, and non-assertive/ aggressive behaviors.

Evaluative Comments

Strengths: The program carefully guides students through the process of identifying behaviors.

Weaknesses: There is no management system or printout of the posttest.

BE A WINNER: BE MOTIVATED

Publisher: *MCE*
Cost: *$69.95*
Computer: *Apple/IBM*
Subject Area: *Life Skills*
Use: *ABE+/GED*

Description: The program is a guided tutorial on motivation techniques for achieving one's goal. The major portion of the disk is the assessment of the elements of motivation. The management system holds records for 30 students. Students can receive a printout of the assessment of their motivational styles.

Evaluative Comments

Strengths: Graphics are clear and attractive on a color monitor. Students should find their assessments interesting. The assessments could be used for group discussion. There is a useful management system.

Weaknesses: Students must carefully think out their answers before entering them. Otherwise, the final assessment can be nonsense. There is no spelling checker in the program. Students who have difficulty spelling may need help entering their answers.

* Reviews which are new for the 1989 edition of the Guide to Recommended Software appear with their titles in capital letters. Reviews reprinted from the 1987 edition appear in lower case letters.

BE A WINNER: NEGOTIATE

Publisher: *MCE*
Cost: *$69.95*
Computer: *Apple/IBM*
Subject Area: *Life Skills*
Use: *ABE+/GED*

Description: The program guides the student through the negotiation process. It includes an assessment of attitudes, a discussion on needs, techniques of communication and body language, time, information, power and simple cases to negotiate.

Evaluative Comments

Strengths: The program has great graphics. The examples are based on a curriculum that encourages students to think through their answers. Useful summaries that follow definite guidelines, assist students to focus on their needs and to consider options available to them.

Weaknesses: Some problems are definitely K-12 problems. For example, one possible means of getting revenge for a lower grade is to have your parents get your teacher in trouble.

BE A WINNER: SET YOUR GOALS

Publisher: *MCE*
Cost: *$69.95*
Computer: *Apple/IBM*
Subject Area: *Life Skills*
Use: *ABE+/GED*

Description: The first part of the single-disk program leads students to establish short and long term goals. The remaining areas build on these goals. The program covers goals, values, aptitudes, abilities and the cost of opportunities.

Evaluative Comments

Strengths: The guided tutorial,through goal setting, enables students to apply the information to their own situations. The goals are directed by students. The printout at the conclusion shows the goals in combination with values, aptitudes, and abilities.

Weaknesses: The management system automatically limits the number of students to 30.

BUILDING MEMORY SKILLS

Publisher: *MCE*
Cost: *$69.95*
Computer: *Apple/IBM*
Subject Area: *Problem Solving*
Use: *ABE+/GED/DE*

Description: The program concentrates on techniques of improving memory including acronyms, finding key words, practicing the discovery method for information acquisition, using visual images and one's senses, and applying mind mapping. A pretest and posttest complete the package.

Evaluative Comments

Strengths: The program is well organized. It is logical and sequential and provides good feedback. There is a helpful presentation of mind mapping.

Weaknesses: There are several instances where the boxed word is difficult to read. The suggestions fit the college-bound student.

CAREER STEPS: PRESENT YOURSELF FOR SUCCESS

Publisher: *MCE*
Cost: *$82.50*
Computer: *Apple/IBM*
Subject Area: *Life Skills*
Use: *ABE+/GED*

Description: This program concentrates on helping students understand the importance of body language, attitude, speech, exercise, and clues in getting the jobs they want. A printout of the self assessment includes recommendations for improvement.

Evaluative Comments

Strengths: The motivation and assessment printout contains excellent suggestions on positive self- concept. The text is interesting on an adult level.

Weaknesses: There is no management system.

ENGLISH ON THE JOB: COMPUTER SERVICE TECHNICIAN

Publisher: ***The Conover Company, Ltd.***
Cost: ***$59.95***
Computer: ***Apple***
Subject Area: ***Life Skills***
Use: ***ABE/ABE+/GED***

Description: The career-awareness program is designed to give students a sample of necessary vocabulary needed for the occupation, the questions customers ask, practice reading a manual and a bit of grammar.

Evaluative Comments

Strengths: The disk has a good sample of computer problems.

Weaknesses: This is a reading program, not an English grammar program.

FILLING OUT JOB APPLICATIONS

Publisher: ***MCE***
Cost: ***$69.95***
Computer: ***Apple/IBM***
Subject Area: ***Life Skills***
Use: ***ABE+/GED***

Description: The program, one of four programs of a Job Readiness Series, guides students through the process of filling out an application form. Students must answer questions on their skills and qualifications. The final printout includes the students' answers on a sample application form.

Evaluative Comments

Strengths: The printout of students' answers on a sample application form is a reference sheet they can take with them when they go job hunting.

Weaknesses: Students will probably need assistance in doing the program. The open-ended questions will accept anything—even letters when numbers are required. The program does not ask about a criminal record, a common question on application forms.

JOB SUCCESS: YOUR FIRST DAY ON THE JOB

Publisher: ***MCE***
Cost: ***$69.95***
Computer: ***Apple/IBM***
Subject Area: ***Life Skills***
Use: ***ABE+/GED***

Description: "Your First Day on the Job" prepares the new job holder for a typical first day. The students face forms to fill out, rules to learn, people to meet, places to remember and skills to master. The various parts of the disk provide discussion of job terms, full- and part-time work, questions to ask when touring the facilities, hints and suggestions on making a good impression and how to be an effective team player.

Evaluative Comments

Strengths: Good interactive questions provide realistic options.

Weaknesses: The blinking cursor can require different actions. Sometimes it means pressing the "RETURN" key and sometimes it means pressing the "ESC" key. There is a minor management component.

JOB SUCCESS: LOOKING GOOD

Publisher: ***MCE***
Cost: ***$69.95***
Computer: ***Apple/IBM***
Subject Area: ***Life Skills***
Use: ***ABE+/GED***

Description: The program has four segments: ideal images; taking care of yourself; head, shoulders, knees, and toes; and a working wardrobe. All the segments reinforce the message that the student must be clean, neat and wear the right clothes. There is a section on taking care of clothes.

Evaluative Comments

Strengths: The program has a personal format. The students' names even appear in one of the menu options. Great graphics help make a point without offending the student.

Weaknesses: Students can write nonsense in the open ended questions without being questioned. There is no management system.

JOB SUCCESS: YOUR PERSONAL HABITS

Publisher: *MCE*
Cost: *$69.95*
Computer: *Apple*
Subject Area: *Life Skills*
Use: *ABE+/GED*

Description: The program, part of a series of Job Success software, asks students to select a job site in a factory, hospital, office or restaurant and then asks for further detail on that preferred job. For example, in a restaurant students decide whether to be a waitress or clear tables and pour water. The remainder of the program follows the similar interactive format as it discusses job duties, breaks, asking for higher wages, friendliness, conversing with the customers and cooperating with the other staff.

Evaluative Comments

Strengths: The good situation-based questions ask for realistic responses. The graphics on a color monitor are beautiful.

Weaknesses: There is no recordkeeping system.

Keys to Responsible Driving

Publisher: *CBS Software*
Cost: *$111.95*
Computer: *Apple/IBM*
Subject Area: *Driving*
Use: *ABE+/GED*

Description: The program provides driver's education software that guides the user through control skills, handling, and maneuvering; signs, markings, and regulations; seeing and reacting; city and town driving; changing lanes and turning; open roads, highways, and country driving; driving on the expressway; fitness to drive; and higher-risk driving. The program offers pretests and posttests.

Evaluative Comments

Strengths: Students request this program. The questions and multiple choice answers require knowledge. If the learners do well with the posttest and read the driver's manual for their state, they are generally ready for the written test.

Weaknesses: The program is easier to use if two disk drives are available. There is a limited management system that includes pretests, posttests and the chapter the learner is presently working on.

LAP: LEARNING ACTIVITY PACKETS: AUTOMOTIVE

Publisher: *The Conover Company, Ltd.*
Cost: *$69.95*
Computer: *Apple*
Subject Area: *Life Skills*
Use: *ABE/ABE+*

Description: This non-sequential learning packet is designed to provide students interested in automotive repair practice in identifying the tools, parts of the engine, location of parts in relation to the engine, reading repair orders, estimating costs and rounding off.

Evaluative Comments

Strengths: The program is designed for a specific group of students in job training. There are good math exercises that require higher-level thinking skills.

Weakness: The management system appears to be of little assistance to the teacher or the student.

MATH ON THE JOB - CARPENTER

Publisher: *The Conover Company, Ltd.*
Cost: *$59.95*
Computer: *Apple*
Subject Area: *Life Skills*
Use: *ABE/ABE+/GED*

Description: The disk covers career orientation for a carpenter. It contains activities that combine the math necessary for the specific career with job awareness. The exercises include measurement, blueprint reading and conversion, estimation of cost, percentage in costs, labor.

Evaluative Comments

Strengths: This is truly a job-skill math program that involves problem solving. The text is a good mix of career information and practice problems.

Weaknesses: The program has a weak, almost nonexistent management system. The blueprint is difficult to read on a color monitor.

READING KLOOZ: MIXED OPERATIONS - WHOLE NUMBERS

Cost: ***$39.95***
Publisher: ***Midwest Publications***
Computer: ***Apple***
Subject Area: ***Problem Solving***
Use: ***ABE/GED***

Description: This is a hangman-type game where the learner has to guess the word problem and its answer by using the computer to fill in the letters. There are forty problems on the disk.

Evaluative Comments

Strengths: The program forces learners to use their reading comprehension skills to solve math problems. The unique approach appeals to learners traditionally "turned off" by workbook word problems.

REFERENCE MICRO-MYSTERIES

Publisher: ***FOCUS***
Cost: **$99**
Computer: ***Apple/IBM***
Subject Area: ***Problem Solving***
Use: ***ABE+/GED/ESL***

Description: The program contains mysteries that are solved through looking up clues in parts of reference books (table of contents, glossary, and index). The mysteries get more difficult as students moves through the two-disk system. To solve the final mystery on the disk, the student must do the preceding ones first.

Evaluative Comments

Strengths: The format is an interesting approach of combining problem solving with practice in using reference materials. Worksheet lesson suggestions are helpful.

Weaknesses: Some of the language is inappropriate. Some of the terms seem silly, i.e., "cellar salesman". The silly vocabulary may be difficult and/or confusing for ESL students.

RESUMES MADE EASY

Publisher: *MCE*
Cost: *$69.95*
Computer: *Apple/IBM*
Subject Area: *Life Skills*
Use: *ABE+/GED*

Description: Students develop their own customized resume by following the program tutorial. The final printout is formatted and can be given to potential employers.

Evaluative Comments

Strengths: The final printed form is formatted with the address centered at the top and work experience and education justified on the left. The resume looks good, especially for basic skills students.

Weaknesses: The program does not censor information or correct spelling. Someone must proof the resume before printing a final copy.

MATH SOFTWARE
LISTED ALPHABETICALLY

Adventures with Fractions*

Publisher: *MECC*
Cost: *$49*
Computer: *Apple/Commodore*
Subject Area: *Math*
Use: *ABE*

Description: This disk contains three programs: "Comparing Fractions," "Cross Products," and "Ransom." These programs are designed as tutorials to help students work with common denominators and ordering of fractions. "Ransom," a simulation/game, tests students' ability to compare like and unlike denominators.

Evaluative Comments

Strengths: The tutorial gives explanations in words and pictures. The graphics help students to visualize the difference in fractions, especially in cases like 1/2 and 5/8.

Weaknesses: The program has a limited number of instructions applications. It needs to be integrated into curriculum to be widely used.

ALGEBRA MADE PAINLESS

Publisher: *Educational Activities*
Cost: *$59.95*
Computer: *Apple/IBM*
Subject Area: *Algebra*
Use: *GED/DE*

Description: The extensive five-disk algebra program covers signed numbers (adding, subtracting, multiplying, and dividing, number properties and variables); order of operation, use of parentheses, variables and the cumulative, associative, and distributive properties. It also includes solving equations requiring one step; equations requiring more than one operation; solving systems of linear equations and algebraic word problems.

The management system tracks students and does not allow them to move ahead if they are unsuccessful.

Evaluative Comments

Strengths: The program has logical, clear presentations of the objectives. Instructors can set individual student mastery levels.

Weaknesses: New algebra students will probably need some instructor assistance. The problems are randomly generated. They do not necessarily progress from simple to difficult.

* Reviews which are new for the 1989 edition of the Guide to Recommended Software appear with their titles in capital letters. Reviews reprinted from the 1987 edition appear in lower case letters.

Arithmetic Doctor: Fractions

Publisher: *Educational Activities, Inc.*
Cost: *$129*
Computer: *Apple*
Subject Area: *Math*
Use: *ABE/ABE+/GED/DE*

Description: The program has four disks per operation with 12 to 20 levels of difficulty for each operation. Students begin with a pretest. If they fail a level, the program moves to drill and practice.

Students can practice problems on the computer or select a computer-generated worksheet.

The management system allows the instructor to determine the number of practice problems, the passing percentage, and alter the parameter of the pretest. This is a testing, drill-and-practice, and worksheet-generating program. It is not a tutorial.

Evaluative Comments

Strengths: When a student does not pass a level, the program stops and moves him/her to the appropriate lesson level. The program reinforces the order of operations.

The option to print worksheets at the students' instructional level will appeal to many instructors. The program has a concise, easy-to-use management system.

Weaknesses: Some students may find the breaks between finishing a problem and getting the next one too long. Although the publisher states that this is not a tutorial, it would be helpful to see more branching on wrong answers.

BASIC MATH COMPETENCY SKILL-BUILDING: WHOLE NUMBERS

Publisher: *EAI*
Cost: *$59.95*
Computer: *Apple/IBM*
Subject Area: *Math*
Use: *ABE/ABE+*

Description: The program consists of twelve sequential-based lessons. Each major operation—adding, subtracting, multiplying and division—is separated with three levels of difficulty in each area. The "sample problems" are visual/text representations of the process. There is branching for wrong answers, i.e., error in the hundreds column.

Evaluative Comments

Strengths: The graphics and text are clear on a color monitor. The program has a good tutorial of four-digit long division. The students must interact with the tutorial, i.e., place the cursor over the correct number.

Weaknesses: The program does not contain or begin with a pretest. The students can select any of the operations. Thus, students can jump from simple addition to long division.

Best of Education - 064

Publisher: ***Public Domain***
Cost: ***No Charge***
Computer: ***Apple***
Subject Areas: ***Spelling, Math***
Use: ***ABE/ABE+/GED/DE***

Description: The program contains a variety of history (facts, dates, names, states), math (fraction drills, multiplication drills), and reading (vocabulary) programs. The math programs offer drill and practice on fractions, multiplication, subtraction, and a demonstration of long division.

Evaluative Comments

Strengths: It is good for math practice drills on fractions and multiplication. No charge.

Weaknesses: The program does not begin with a menu. The user must type "catalog" to get a list of the programs, and then type "run" with the program's name. The program must be typed in exactly. The steps necessary to access the program may be frustrating for the new computer user.

Math, reading, and history programs are on one disk. While some programs may be very good, others are poor. It is helpful to provide users with annotated listings of the programs.

Chemeketa Math Drills

Publisher: ***Public Domain***
Cost: ***No Charge***
Computer: ***Apple***
Subject Area: ***Math***
Use: ***ABE+/GED***

Description: This is a collection of short flash card drill-and-practice programs in addition, subtraction, multiplication, and division. There is an emphasis on trouble spots, such as the times tables of 7, 8, and 9. Students are not timed in these drills. After two misses, the correct answer is given.

Evaluative Comments

Strengths: These are short and to the point exercises that address specific learning objectives.

Weaknesses: There is no menu. Students must type "run" and correctly spell the program's title.

EXPLORING TABLES AND GRAPHS

Publisher: *Weekly Reader*
Cost: *$34.95*
Computer: *Apple*
Subject Area: *Mathematics*
Use: *ABE+/GED*

Description: Students collect their own data (scores) based on a "Frog Pond" game and then develop a series of different types of graphs--table, picture, bar, area, and line. The program guides the students through constructing and interpreting the graph. The back side of the disk has a utility program that enables students to develop and produce their own graphs.

Evaluative Comments

Strengths: If the games are not appropriate or appealing to students, they may be skipped or if enjoyed they can be returned to often. Students can see the relationships between types of graphs and which one best displays the data. The graph-selection tutorial is well done.

Weaknesses: The games are not bad, but may be frustrating to non-arcade adults. The directions are sketchy. "How to" and "Make Your Own," on the backside, take a lot of time and extra disks.

Easy Graph

Publisher: *Grolier Electronic Publishing*
Cost: *$59.95*
Computer: *Apple*
Subject Area: *Graphs*
Use: *ABE/ABE+/GED*

Description: This is a graph explanation and development program that guides the student through making bar, pie, and linear graphs. The students will be able to create their own simple graphs with the program.

Evaluative Comments

Strengths: This is a learn-by-doing approach to understanding graphs. Students can print their own graphs.

Weaknesses: The program has limited capacities to create graphs. Categories are limited to nine letters. It prints only one graph per page.

GEOMETRY ALIVE

Publisher: *Educational Activities*
Cost: *$159*
Computer: *Apple*
Subject Area: *Math*
Use: *ABE/ABE+/GED/DE*

Description: This is a three-disk program that covers geometric terms and principles; the area of triangles, squares, parallelograms, and trapezoids, and the area and circumference of circles.

Evaluative Comments

Strengths: The program completely covers the topics. Learners receive feedback for correct and incorrect answers.

Weaknesses: The positive reinforcements are juvenile and the disks do not cover the perimeter of triangles and quadrilaterals.

MATH ASSISTANT I - II

Publisher: *Scholastic*
Cost: *$162.45*
Computer: *Apple/IBM*
Subject Area: *Math*
Use: *ABE/ABE+/GED*

Description: This math utility program enables the instructor to easily set up a math diagnostic program. Students take the math test on the computer or on paper. The types of errors are identified as wrong operation, basic facts, 0, place value, or regrouping. Math Assistant II identifies the errors in multiplication and division. The management system allows the instructor to print the diagnostic results.

Evaluative Comments

Strengths: This utility program has the flexibility to match the instructor and the instructional setting to the students. The diagnosis is quick and covers the major areas of errors in computation.

Weaknesses: The program does not include math word problems.

Math For Everyday Living

Publisher: ***Educational Activities***
Cost: ***$109***
Computer: ***Apple, IBM, TRS 80, Atari, Commodore, PET***
Subject Area: ***Math***
Use: ***ABE/GED***

Description: This is a math word-problem program that places the student in survival-based situations. The learner must use addition and subtraction to pay for a meal, multiplication to work with a sales slip, division with unit pricing, division with transportation, percent with sales tax, multiplication in finding a job, and fractions in computing overtime. The program guides the student through the necessary steps towards the solution.

Evaluative Comments

Strengths: This math program helps students develop survival skills. The guided steps encourage the student to develop problem-solving strategies.

Weaknesses: Some students become impatient with the program when they solve the problem without following the steps indicated in the program.

Math Sequences

Publisher: ***Milliken Publishing***
Cost: ***Apple, $125/set***
Atari , $495/set
Computer: ***Apple, Atari 450***
Subject Area: ***Math***
Use: ***ABE/ABE+/GED***

Description: This is an extensive and expensive math program which goes from number readiness to algebra. Each operation has its own disk, making it possible to work in smaller steps and allowing for extensive practice. The management system keeps track of student progress and allows the instructor to set the mastery level and the number of problems that each student completes. If students do not meet the criteria, the program will stop and recommend that they see their instructor. The instructor can use the DRILL command to bypass the management system completely. When a student cannot work a problem, the program provides a tutorial.

The basic-skills disks may be purchased in multiple-loading format. Once the program has been loaded, the disk can be removed and loaded onto other computers. This makes it possible for several students to use the same program simultaneously.

Evaluative Comments

Strengths: The management system makes it easy for the instructor to monitor student progress. Feedback after wrong answers is excellent. Learners are immediately guided through the problem step by step. The entire program covers many operations with lots of practice.

Weaknesses: There is some inconsistency in number placement for answers.

Mathematics: Solving Story Problems

Publisher: ***Houghton Mifflin Microcourseware***
Cost: ***$532 (52 disks with backup and management)***
Computer: ***Apple***
Subject Area: ***Math***
Use: ***ABE/GED***

Description: This basic-skills word-problem program requires the student to go through four steps: get to know the problem, compute a plan, solve the problem, and look back at the solution. Sudents must first decide what is asked, then whether they can solve the problem based on the given information.

Evaluative Comments

Strengths: The program encourages students to think methodically through the problems. Word problems deal with real world situations.

Weaknesses: In some cases not enough information is given. Some of the vocabulary may be difficult for English as a Second Language students.

MONEY! MONEY!

Publisher: ***Hartley***
Cost: ***$39.95***
Computer: ***Apple/IBM***
Subject Area: ***Math***
Use: ***ABE/ESL***

Description: The single-disk program has 15 lessons on making change. The beginning levels cover making change while the advanced levels include word problems requiring counting money. The management system allows some modification of the program.

Evaluative Comments

Strengths: The graphics are clear enough so that the student can easily distinguish between the types of coins. The management system allows the instructor to make new coin problems. It works well with students who have limited proficiency in English..

Weaknesses: There are restrictions in the way to make change. For example, the student must use the largest coin, i.e., a quarter instead of smaller amounts (i.e., 5 nickels) to provide the correct answer.

Skills Bank

Publisher: ***Softwriters Development Corporation/American Micro Media***
Cost: ***$750 (school price)***
Computer: ***Apple, IBM***
Subject Areas: ***Comprehension, Math, Grammar***
Use: ***ABE+/GED/DE***

Description: This is a competency-based, fifty-one disk system in reading, math, and language arts. Each competency area includes a brief tutorial, practice problems/exercises, a pretest, and two posttests. The program prescribes lessons based on the results of the pretests. Each student may receive the prescription on disk or as a handout.

Reading concepts include vocabulary (compound words, Greek elements, root words, prefixes, and suffixes), word knowledge (words with multiple meanings, homonyms, synonyms, antonyms, and idioms), and reading comprehension (literal comprehension, interpretive comprehension, critical comprehension, and figurative language). Each concept is further divided into finer components.

For example, in figurative language the component includes similes, metaphors, hyperbole, and personification.

Language arts concepts include language (language expression, frequently confused nouns and verbs, using verbs, adjectives, adverbs, and pronouns), spelling (forming plurals, suffixes, and tricky words), and punctuation (periods, question marks, exclamation points, apostrophes, quotation marks, greetings and closings of letters, semicolons, colons, and capitalization).

Math concepts include math computations (operations with whole numbers, decimals, fractions, mixed numerals, ratios, and percents), math concepts (numeration), theory, number sentences and number properties), math word problems (one-step word problems, two-step word problems, needed operation and information, ratio, fractions, decimals, percents, using proportions, using number sentences, percentage applications, and miscellaneous applications), and measurement and introduction to geometry and algebra (measurement, introduction to geometry, graphs, integers, introduction to algebra, and mixed topics).

The management system produces records on individual student achievement, amount of time worked on lessons, quizzes and tests, charts of individual progress within classes, and summary reports of groups of student progress.

Evaluative Comments

Strengths: The prescription feature makes it quick and easy to hand students their own individual study programs on disk or in print. Students have their own disk and can begin to work immediately on their own lessons. The multiple-choice questions include quit, hint, 1, 2, 3, 4, and read options. Wrong answers are explained.

Skills Bank includes a total package for an instructional setting that needs competency-based instruction in reading, math, and language arts. The program can be operated with little computer expertise. This is a popular program with ESL students in many sites. Purchase includes authorization to copy sufficient guides, sufficient teacher and student disks, annual updates, and technical and newsletter support from the publisher.

Reports are predefined and easy to print out.

Weaknesses: Some of the reading passages are definitely written for K-9 students. The lessons are basically drill and practice. The reports are formatted and cannot be altered to meet unique individual needs.

Survival Math

Publisher: *Sunburst*
Cost: *$65*
Computer: *Apple, TRS 80, Atari 400 & 800, Commodore 64*
Subject Area: *Math*
Use: *GED*

Description: Students select situations ranging from "Smart Shopper Marathon" to "Foreman's Assistant" in this real-life simulation. The program requires that students consider the integration of time, money, and quality of products in selecting options.

Evaluative Comments

Strengths: This program gives the student a reason to learn math and reinforces skills. If students are successful with "Foreman's Assistant," they may be ready for the GED math test. This may be used as a group project. It encourages conversation.

Weaknesses: Students must have a good foundation in basic math skills before using this program.

Word Math

Publisher: *Milliken*
Cost: *$295*
Computer: *Apple*
Subject Area: *Math*
Use: *ABE/GED/DE*

Description: The program teaches a strategy for solving math word problems and then assists students in using that strategy. It asks students to decide whether the answer will be bigger or smaller than the numbers given, then to choose the correct operation, and finally to do the calculation. Each disk includes both simple and complex problems involving whole numbers. The disks include forward/reverse order, extra numbers, hidden numbers (words such as twice or dozen which are not written in numerical form), and key words.

The management system keeps track of student progress and allows the instructor to set the mastery level and the number of problems that each student must do. If students do not meet the criteria, the program will stop and recommend that they see their instructor. However, for flexibility, the instructor can use the DRILL command to bypass the management system completely.

Evaluative Comments

Strengths: Word Math helps students through the thinking and reading process necessary to solve word problems. This is especially useful for English as a Second Language students because it helps them with the terminology of word problems.

Weaknesses: Topics for the word problems are somewhat juvenile. The graphics that accompany the answers could be eliminated.

READING SOFTWARE
LISTED ALPHABETICALLY

Career Readers*

Publisher: ***Fearon***
Cost: ***$249***
Curriculum pkg. $450
Computer: ***Apple***
Subject Area: ***Reading***
Use: ***ABE***

Description: The complete package includes cassettes, readers, and computer disks that contain follow-up exercises. Students either read or listen to the text and then work on the computer. The disk includes comprehension questions, exercises on vocabulary, and drill on idioms presented in the reader.

Each situation-based reader covers a different aspect of job searching.

Evaluative Comments

Strengths: The situations involve adults with realistic problems. Although the disks are not essential to the package, they offer students unlimited practice, especially on vocabulary and idioms.

In a tutor setting, the program can add an element of controlled extended practice beyond the instructional setting.

Weaknessess: The disk includes very little branching and must be used with the text.

* Reviews which are new for the 1989 edition of the Guide to Recommended Software appear with their titles in capital letters. Reviews reprinted from the 1987 edition appear in lower case letters.

Cloze Plus

Publisher: ***Milliken Publishing***
Cost: ***$425 for 3 levels***
Computer: ***Apple***
Subject Area: ***Reading***
Use: ***ABE+/GED/DE***

Description: Cloze Plus is a reading program that develops comprehension through the analysis of text and vocabulary within context. Students read a paragraph in which a word is missing. The missing word—modified cloze—will require students to complete one of three activities: word meaning, syntax completion, or vocabulary in context.

Students can access clues readily. Each frame has a clues option.

The tight management system tracks students on individual stories and on eleven objectives within each lesson. The eleven objectives include: same meaning, opposite meaning, association syntax, categorization, sequence, signals, pronoun references, similarities vs. differences, form vs. function, conclusion, and definition.

Following completion of each question, students uncover a piece of the jigsaw-like puzzle.

Evaluative Comments

Strengths: Cloze Plus encourages readers to focus on the text as they read.

The three areas of Cloze Plus provide students with the potential for reading comprehension and vocabulary growth. These three areas—meaning, syntax, and vocabulary—encourage learning within a meaningful context.

English as a Second Language students like the program because it involves context in contrast to learning in isolation. It also eliminates the problem of not understanding the comprehension questions.

Weaknesses: Although the weaknesses are minor, they can be frustrating, especially for the instructor. A student must be entered before the program will allow students to operate it. Instructors who use the program infrequently may forget how to enroll a student or set up a class.

The Comprehension Connection

Publisher: ***Milliken Publishing***
Cost: ***$150/Ind. levels***
DEF $425/294 (Site Member)
GHI $425/294 (Site member)
Computer: ***Apple***
Subject Area: ***Reading***
Use: ***ABE+/GED/DE***

Description: Comprehension Connection is a four-disk reading comprehension program that offers students the option of selecting an easier form of the selection, checking the meaning of selected vocabulary terms in the reading selection, or viewing graphic illustrations of the selection. Each of the five comprehension questions focuses on an area of comprehension skill building, such as detail, inference, vocabulary, main idea.

Evaluative Comments

Strengths: Comprehension Connection allows students to use overlays to check vocabulary, main ideas, key phrases, etc., during the reading process. The options are easy to use. For example, to check a vocabulary term students simply press the D key and move to the highlighted word that they wish to investigate.

The program encourages readers to "preread." Before they ever read the actual selection, students can preview the selection via the PICTURE option (read the selection graphically), check new vocabulary, and/or read the main ideas from each paragraph. There is a summary of all the main ideas at the end of the selection.

The focus of the program is on the reading activities, not on answering the comprehension questions.

The management system prints out scores of the five comprehension questions and the number of times students check vocabulary, picture, main ideas, etc. Instructors may find the listing of the dictionary terms looked up by students helpful in future instruction.

The design of the program is smooth. Graphics, text overlays, and selection keys incorporate features found on Apple GS and Macintosh programs.

Weaknesses: Students scroll the reading selection. When finished with one screen, they must move the text up with the arrow key. Some students will have difficulty moving the screen up to the point of further reading. Scrolling the text may cause visual discomfort to the bifocal student.

Comprehension Power

Publisher: ***Milliken Publishing***
Cost: ***One disk/60***
One Level, $150
Three levels, $425
Computer: ***Apple***
Subject Area: ***Reading***
Use: ***ABE+/GED***

Description: The reading selection is presented in a series of segments, each followed by comprehension questions.

The teacher may assign a predetermined reading rate of from 50-650 words per minute, or allow students to determine the rate at which they wish material to be displayed.

If the teacher does not make an assignment, students may select any automatic presentation rate that they desire. The automatic presentation displays the reading selection line-by-line in a series of short segments. Or, students may select a manual presentation which consists of an untimed display of six to eight lines of a segment. In this format, students advance to the next display by pressing RETURN and continue in this fashion until the end of the segment.

Each segment is followed by one to three comprehension questions. The skill-based questions are designed to recap information, consolidate understanding, and develop organizational thinking skills. There are ten to twenty questions per selection.

Evaluative Comments:

Strengths: Comprehension Power is successful with the pre-GED or 4th through 8th-grade - level adult readers. Students repeatedly request to use the program.

The program offers students a series of highly interesting adult level texts.

Weaknesses: The most frustrating part of this program appears in the management system. All students must be entered into the system before they can use the program. Instructors and students can become frustrated rapidly if they cannot use the program. At some sites, students enter their own names in the management system.The program has a massive report that covers twenty-five different reading objectives. Most of the report can be eliminated. In many cases, only one to three questions are asked on any one objective.

Constitution and the Government

Publisher: *Educational Activities*
Cost: *$179*
Computer: *Apple*
Subject Areas: *Reading, Citizenship*
Use: *ABE+/GED*

Description: Constitution and the Government offers a problem-solving approach to the study of citizenship. Students are asked to answer questions based on case studies. The case studies involve situations an adult learner could experience.

Evaluative Comments

Strengths: The program requires analysis and evaluation of the Constitution. Students approach the study from a situation base. The reading level varies from 3 to 5. The program lends itself to a group setting.

Weaknesses: The reading level of the program could be a problem for citizenship students.

Core Reading and Vocabulary Development

Publisher: *Educational Activities*
Cost: *$590, or 149/level Optional Echo and Speech Synthesizer, $99 (Apple)*
Computer: *Apple/IBM/TRS-80/ Commodore*
Subject Area: *Reading*
Use: *ABE*

Description: This program combines reading, spelling, and writing into a sequential course similar to a basal reading series. Students go through a sequence: reading the word list for the selection, actually reading the selection, reading the selection by phrases, filling in missing letters from the text, answering comprehension questions, spelling words and phrases, and writing sections of the reading.

Worksheets with each lesson provide additional skill reinforcement.

Evaluative Comments

Strengths: Instructors/tutors report excellent results with Core Reading. The vocabulary on the beginning disk complements Laubach Skill Book 2. Students can easily use Core with Laubach. Literacy Volunteers of America tutors report that the program allows students another option to reading acquisition. Many instructors recommend the use of the worksheets with the program.

The Apple version has an optional speech component for the featured words in each lesson.

Weaknesses: Some sections of the lower levels of text are juvenile: "A Ride With Ana," "Help (need to get Dad)."

Create Vocabulary

Publisher: ***Hartley***
Cost: ***$29.95***
(CC-Pak, $69.95)
Computer: ***Apple***
Subject Area: ***Language Arts***
Use: ***ABE+/GED/DE***

Description: The program is similar to Create Spell-It, but developed for vocabulary practice. The program enables students to use the computer with "sound" (cassette recorder). The program requires a Cassette Connect Device (CCD).

It is possible to purchase premade disks, i.e., Dolch List, with vocabulary words already on them. The tapes need to be recorded to go with the vocabulary.

Evaluative Comments

Strengths: Instructors can build their own word lists with the program. Creative uses with English as a Second Language students include using the English word as an answer, but putting the definition on tape in the speaker's native language.

Weaknesses: The program needs a cassette connect device. The instructor must make his/her own tapes on the tape recorder used by the learners. The tape recorder must be hooked up to the computer when making the tapes. The system is not portable. The cassette recorder must stay with the computer that originally formatted the lessons.

The tapes tend to stretch with use and become out of sync with the computer program.

Creating The U.S. Constitution

Publisher: ***Educational Activities***
Cost: ***$59.95***
Computer: ***Apple***
Subject Area: ***Reading Comprehension***
Use: ***ABE+/GED***

Description: Creating the U.S. Constitution is a limited simulation involving the formation of the Constitution. Students assume roles of participants in the Constitutional Convention.

The program selects a character for students. Students receive a short introduction to the background of the Constitutional Convention and an introduction to the initial decisions they will need to make.

The program focuses on four main areas: large vs. small state debate, upper vs. middle class debate, the Hamilton Speech, and the Great Compromise. In each case, students must interact with the issue.

Students can read biographies of the eight major players, review information prior to the question, and/or receive help in making the decisions.

Evaluative Comments

Strengths: Students often have a vague understanding of fundamental issues that created the U.S. Constitution. This program has much potential. It moves students into an active role. Issues can become understandable when students become key players in the issue. The program lends itself to effective use with small groups.

Weaknesses: Students reading in the mid-range, 5 to 8, can probably handle the material. Students would also benefit from an introduction to the subject before using the program.

Crossword Magic

Publisher: ***Mindscape***
Cost: ***$49.95***
Computer: ***Apple/IBM/Atari/ Commodore/ Mac***
Subject Area: ***Reading***
Use: ***ABE/ABE+/GED***

Description: Crossword Magic makes crossword puzzles easily and rapidly. Instructors and/or students must enter both the words and their definitions. The completed puzzles can be printed out, saved on disk, or played on the screen.

Evaluative Comments

Strengths: This is one of the most student-friendly pieces of software on the market. It generates interesting class discussions. Students frequently request the opportunity to make their own puzzles.

Weaknesses: Crossword Magic requires a printer that will print graphics. The program uses ribbon at a rapid rate. You may wish to print the answer puzzle without lines.

Diascriptive Reading III

Publisher: ***Educational Activities***
Cost: **$245**
Computer: ***Acorn/Apple/Atari/ Commodore/Pet/IBM/TRS 80***
Subject Area: ***Reading***
Use: ***ABE+/GED/DE***

Description: Diascriptive Reading follows the format of Diascriptive Language Arts. Students take the diagnostic test, are placed into reading skill areas, and work through the tutorial lessons. The diagnostic test covers details, inference, main ideas, and vocabulary.

Evaluative Comments

Strengths: The practice exercises on details, inference, main idea, and vocabulary are sound. When students miss an answer, they must return to the text and reread to find the answer.

Weaknesses: The program does not really teach reading comprehension. It provides a simple tutorial with drill and practice on details, main idea, and vocabulary.

Create Vocabulary

Publisher: *Hartley*
Cost: *$29.95*
(CC-Pak $69.95)
Computer: *Apple*
Subject Area: *Language Arts*
Use: *ABE+/GED/DE*

Description: The program is similar to Create Spell-It, but it is developed for vocabulary practice. The program enables students to use the computer with "sound" (cassette recorder). The program requires a Cassette Connect Device (CCD).

It is possible to purchase premade disks, i.e., Dolch List, with vocabulary words already on them. The tapes need to be recorded to go with the vocabulary.

Evaluative Comments

Strengths: Instructors can build their own word lists with the program. Creative uses with English as a Second Language students include using the English word as an answer, but putting the definition on tape in the speaker's native language.

Weaknesses: The program needs a cassette connect device. The instructor must make his/her own tapes on the tape recorder used by the learners. The tape recorder must be hooked up to the computer when making the tapes. The system is not portable. The cassette recorder must stay with the computer that originally formatted the lessons.

The tapes tend to stretch with use and become out of sync with the computer program.

Dilemma

Publisher: *Educational Activities*
Cost: *$139*
Computer: *Apple*
Subject Area: *Reading*
Use: *ABE*

Description: Reading selections on Dilemma follow the "choose your own adventure" format found in paperback books. Students must select a course of action at critical points in the text. The selections cover topics on family issues, drug abuse, gangs, and quitting school.

The comprehension questions include main ideas, sequencing, distinguishing fact from fiction, inferences, and the identification of synonyms and antonyms.

Evaluative Comments

Strengths: The format is interesting. The reader controls the direction of the story. Students must take an active part in the reading process.

Weaknesses: Some of the topics may not be appropriate for some adults, since they center on high school/young adult issues. There are a limited number of choices.

EARTH THROUGH TIME AND SPACE

Publisher: *EAI*
Cost: *$59.95*
Computer: *Apple/IBM*
Subject Area: *Science*
Use: *ABE+/GED*

The three programs on the disk cover the earth through its geological development, the effect of the moon on the earth's surface, and a simulated journey through the solar system. The management system holds up to 75 students. The benchmarks can be modified.

Evaluative Comments

Strengths: There is good branching on questions. Students are asked if the concept made sense. The program is sequential and can fill a void in GED instruction.

Weaknesses: Some of the reinforcements for correct answers are beyond the 5th grade reading level, i.e., "there is no eclipsing your brilliance." The computer uses first person on a number of occasions. "Personally, I've never seen one (falling star), but since I'm a computer...."

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Gapper: A Computer-Based Language Arts System

Publisher: *HRM Software*
Cost: *$95*
Computer: *Apple*
Subject Area: *Reading*
Use: *ABE/ABE+/GED/DE*

Description: This text editor/reading program allows instructors/tutors to customize reading to student needs. The instructor/tutor enters the reading text and questions into the editor program. The students survey the preview questions, read the timed text, answer comprehension questions, and complete two different types of interactive cloze completions.

The program is set up as a game. Students gain points through successfully completing the reading, answering the comprehension questions, and doing cloze checks.

The editor/writer portion of the program allows instructors/tutors to modify the questions, to space the cloze, to select specific words for omission, and to easily enter text.

The management system records individual and class results.

Evaluative Comments

Strengths: Gapper is easy and flexible. Instructors/tutors can enter selections from almost any type of text without using the manual. The comprehension questions can reflect the preference of instruction. The instructor/tutor has complete control over the text, questions, and cloze exercises.

The game format encourages group interaction. English as a Second Language students often prefer the program in small group or classroom settings.

Weaknesses: Some students have difficulty with the game format. Although the points can be "shut off" (not displayed on the screen), the program will stop if the learner misses too many points.

The data disks, which must be prepared by instructor/tutor, hold only five selections per disk. The process is easy and most instructors/tutors can enter the material with few problems.

Leap 1

Publisher: *Educational Activities*
Cost: *$295*
Computer: *Apple/BM*
Subject Areas: *Reading, Writing*
Use: *ABE/ABE+/GED*

Description: Leap 1 uses a language experience approach to reading and writing. The first two lessons focus on keyboarding. The remaining eleven encourage students to write on suggested topics.

The program has intensive follow-up activities using the students' text. The instructor-edited activities can easily be printed from the LEX disk.

Evaluative Comments

Strengths: Leap 1 offers reading programs based on language experience the potential to use a computer to aid instruction. The vocabulary word data base—actually the accumulated total of all words used in the langauge experience exercise—can be the basis of many different learning exercises.

Many instructors/tutors will find the follow-up lessons—LEX—helpful. The lessons offer students a wide variety of exercises. The program may be worth purchasing for the follow-up lessons.

Instructors can easily generate worksheets for students.

Weaknesses: Although the package encourages learners to type in their text, instructors/tutors may quickly find that having students type in text is impractical. Students who barely read often have difficulty typing.

The editing system is archaic. Editing func deletions, insertions, or changes force stu to reread the entire line. The next revision program should provide students with an ing system that will allow much simpler sion of text.

Leap I requires setup. The novice does no the program off the shelf and begin usin The disks need to be formatted. The ope takes time. Setup is not difficult, but it c frustrating.

M-ss-ng L-nks

Publisher: *Sunburst*
Price: *$59*
Computer: *Apple/TRS-80/ Commodore/ IBM*
Subject Areas: *Reading, Writing*
Use: *ABE/ABE+*

Description: The disk contains passages from various writings with letters or words missing. The patterns of the missing letters/words cover nine levels.

The program disks include literature, classics, micro-encyclopedia, "English Editor," and "Spanish Editor."

Evaluative Comments

Strengths: As with most cloze exercises, students will have to use word structure, content, syntax, spelling, and grammar to correctly type in the missing letter/word.

The "English Editor" disk provides the instructor with an easy method of creating student disks. Students will certainly learn the material as they progress through the levels.

Some programs have placed literacy level exercises on M-ss-ng L-nks.

Weaknesses: Some instructors/tutors and their students have much difficulty with cloze exercises. Students need to type the word in correctly. Keyboarding skills are an asset when using this program.

Students must be familiar with the text. Beware of using disks developed by Sunburst. Disks such as "Classics - Old and New" are very frustrating for adult literacy students.

Our Weird and Wacky World

Publisher: *Educational Activities*
Cost *$59.95*
Computer: *Apple/Atari/ TRS80/Commodore/PET*
Subject Area: *Reading*
Use: *ABE/ABE+*

Description: There are two programs under this title: "Literal Comprehension" and "Critical Comprehension." The program uses both cloze and comprehension questions to check understanding of the text.

Copyable worksheets accompany the package.

Evaluative Comments

Strengths: This was one of the first reading programs available for adult readers on the 3rd- through 6th-grade reading grade levels. It contains interesting text with good inferential comprehension questions. The worksheets include adult survival topics.

Weaknesses: There is no branching beyond the identification of a correct or wrong answer.

PICTURE PERFECT

Publisher: *Mindplay*
Cost: *$39.95*
Computer: *Apple/IBM*
Subject Area: *Writing*
Use: *ABE/ABE+/ESL*

Description: "Picture Perfect" allows students to draw, using a variety of techniques, and to type a text to accompany the pictures. These pictures and words can be printed or stored. The disk includes a 72-image library.

Evaluative Comments

Strengths: This program can easily be used as a creative writing activity with ESL students. Students may draw or pick a picture and label it or write a sentence about it. The results can be printed for students to use at home.

Weaknesses: The program needs to be part of a curriculum to be effective. It was developed for children.

PROJECT STAR

Publisher: Hartley
Cost: *$650/$675*
Computer: *Apple*
Subject Area: *Reading*
Use: *ABE*

Description: Project STAR is a 27-disk beginning reading program developed for adults. The program has three levels—1.9, 2.0, and 3.0—and is divided into vocabulary, comprehension and spelling.

The vocabulary unit presents 40 "Word Bank" lessons of 7 words each. Students first see the word with a picture, hear the word, and then use the word in a variety of exercises that involve recognition and meaning. Other exercises include adding endings, forming compound words, and using consonant substitution. There are special lessons on topics especially difficult for non-English speakers. Preposition exercises appear on the second disk of words.

The Comprehension unit uses the vocabulary words in comprehension exercises. The lessons require that the students employ all levels of comprehension—factual, inferential, predicting, figurative, and sequential.

The Spelling Unit provides guided lessons in spelling the vocabulary list. The spelling lessons include practice and testing. A sound device must be used when taking the test. The exercises range from copying the word, to filling in the missing letters, to writing the entire word without a model on the screen. If students spell the word incorrectly twice, the correct word is shown on the bottom of the screen.

The package comes equipped with worksheets for most of the lessons, diagnostic sheets, and curriculum guides. The support materials are written for a variety of instructional settings—labs, tutors, classes. The disks can be easily modified.

con't. next page

(Project Star, *con't.*)

Evaluative Comments

Strengths: The program actually constitutes a beginning reading program that combines sight word acquisition with phonics. Phonics are introduced after students have built up a base of sight words. There are extra practice lessons for students who are having difficulty with the vocabulary. The units on prepositions and verbs should be especially helpful to students with limited English skills. The text is definitely adult oriented. For example, one of the beginning comprehension exercises involves Joe fixing his car. He needs new spark plugs.

The myriad of modification options enable instructors to easily match the course to the students. The instructional design looks appealing on the monitor with large and clear letters. Graphics have motion.

Weaknesses: Although the program has a computer version of a diagnostic placement test, an instructor placement is strongly advised. The vocabulary mastery disk used as a diagnostic test has students do a series of graduated exercises. The program does not refer students when they reach their frustration level. It does not continue from one level to the next without requiring students to go back to the menu and type in the next number. Programs using the Cassette Connect Device must make their own tapes. The process takes commitment. Time and expertise must be budgeted.

Reading and Writing Connection I & II

Publisher: ***Hartley***
Cost: ***$49.95/level***
Computer: ***Apple***
Subject Area: ***Reading***
Use: ***ABE+/GED/DE***

Description: This is a four-disk system with two disks per level that incorporates reading and writing. "Disk I" gives students a sentence containing a preposition or conjunction and asks them if the second sentence, containing a conclusion or statement, is true, false, or questionable. "Disk II" requires students to connect two sentences with a linking word (preposition or conjunction). On level III, students select the best ending to the second sentence. Finally, students combine and rewrite sentences using the correct linking words to make a paragraph.

The management system includes the results of the pretest, progress checks, and posttest. It is possible to view the sentences that students missed.

The teacher's utility allows the text on the first two disks to be changed.

Evaluative Comments

Strengths: Good for comprehension development as well as for writing complex sentences. The reading programs on the second level force the reader to make inferences.

The text can be modified on "Disks I and II" to match vocabulary to instruction.

Weaknesses: Although the text can be altered, the process is fairly difficult.

The program is "packaged" as a kiddie program. The disk's label looks juvenile.

Reading Around Words

Publisher: *ICT*
Cost: *$150/set*
Computer: *Apple*
Subject Area: *Reading*
Use: *ABE+/GED*

Description: The program uses contextual analysis to develop vocabulary. There are nine levels (4th- through 12th-grade words) with four diskettes in each level. Each level has twenty lessons of twelve words each. The program begins with a sixty-word pretest. Students then receive a list of words missed and the prescribed lessons.

The vocabulary words are presented in context in sentences and paragraphs. Upon completion of the lesson, students take a posttest on the words they missed.

Evaluative Comments

Strengths: The students work only the words they missed in the pretest. Words are of adult interest. The program responds to the first error by having the text reappear with the clue portion underlined. At the second error an explanation of the correct answer appears.

Weaknesses: The pretest is fairly long (60 words). Some of the definitions are marginal. If the student makes an error typing in the correct word, the monitor immediately shows "no."

Reading For Meaning:

LEVEL I, II, III, IV
Publisher: *IBM*
Cost: **$120 per level**
Computer: *IBM*
Subject Area: *Comprehension*
Use: *ABE/ABE+*

Description: The ten readings are designed to develop comprehension skills and vocabulary through inferential and predictive questions. Reading levels range from second to eighth grade. The program uses visual and conceptual clues.

Evaluative Comments

Strengths: The program teaches vocabulary in text and uses of advanced organizers and predictors in the comprehension lessons. Students can infer meanings of some words from the computer while they are reading a story.

Weaknesses: Each disk contains only 10 stories or lessons. The stories are broken up into very small parts, each part followed by a question. Vocabulary lessons are not related to the stories used for comprehension quest. "Getting The Picture" uses low-resolution pictures and confusing key combinations. The management program does not print scores or lessons completed. Students will need to use a keyboard guide (provided) to run the program.

Reading Tutorial Comprehension

Publisher: *Random House*
Cost: *$225/set*
Computer: *Apple*
Subject Areas: *Reading*
Use: *ABE/ABE+*

Description: The series includes comprehension, word structures, word attack, and study skills. Each series contains at least 200 objectives on the specific topic. Study Skills, for example, has 252 objectives and covers alphabetizing, selecting the correct word in context, selecting the correct phonetic spelling, and identifying the appropriate reference material using encyclopedias and indexes. Each objective has pretests, posttests and practice exercises.

Evaluative Comments

Strengths: The competency-based tutorials are clear, easily understood, and can be used as a "core" curriculum.

Weaknesses: There are no "life skills" or "adult survival topics" included in the reading selections. The program seems to be aimed at the young adult market. There is a very limited management system.

Reading Tutorial Comprehension: Details

Publisher: *Random House*
Cost: *$225*
Computer: *Apple/IBM*
Subject Area: *Reading*
Use: *ABE/ABE+*

Description: Students practice identifying details in a sentence, selecting supporting details and identifying elements of the story. The program has a reading level from 2nd to 6th grade. The management system is available on a separate disk.

Evaluative Comments

Strengths: The program uses a clever method of teaching the selection of details and the identification of the main idea. Student select the paragraph into which specific sentences fit.

Weaknesses: Some of the reading selections are more appropriate for younger adults. The management disk must be purchased separately.

Reading Tutorial Comprehension: Main Idea

Publisher: *Random House*
Cost: *$225*
Computer: *Apple/IBM*
Subject Area: *Comprehension*
Use: *ABE/ABE+*

Description: The program has three main activities: selecting the main idea from a list (can be timed), selecting the best title for the paragraph, and selecting a title with a key word or phrases from the paragraphs. The reading level ranges from 2nd to 6th grade. The management component can be purchased separately.

Evaluative Comments

Strengths: The exercises are interesting and cause students to think about their responses. The program is part of a large comprehensive set.

Weaknesses: Instructors must purchase the management component separately. The program could be more effective with the inclusion of life skills reading topics.

SHORT VOWELS

Publisher: *Intellectual*
Cost: *$21.95*
Computer: *Apple*
Subject Area: *Reading*
Use: *ABE/ABE+*

Description: Similar to "Long Vowels," this program guides students through drill and practice on short vowels.

Evaluative Comments

Strengths: The program provides appropriate examples for practice.

Weaknesses: Since there is no sound to identify key word patterns, the tutor or instructor will need to assist students.

Skills Bank

Publisher: *Softwriters Development Corp. / American MicroMedia*
Cost: *$750 (school price)*
Computer: *Apple, IBM*
Subject Areas: *Comprehension, Math, Grammar*
Use: *ABE+/GED/DE*

Description: This is a competency-based, fifty-one disk system in reading, math, and language arts. Each competency area includes a brief tutorial, practice problems/exercises, a pretest, and two posttests. The program prescribes lessons based on the results of the pretests. Each student may receive the prescription on disk or as a handout.

Reading concepts include vocabulary (compound words, Greek elements, root words, prefixes, and suffixes), word knowledge (words with multiple meanings, homonyms, synonyms, antonyms, and idioms), and reading comprehension (literal comprehension, interpretive comprehension, critical comprehension, and figurative language). Each concept is further divided into finer components.

For example, in figurative language the component includes: similes, metaphors, hyperbole, and personification.

Language arts concepts include: language (language expression, frequently confused nouns and verbs, using verbs, adjectives, and adverbs, and pronouns), spelling (forming plurals, suffixes, and tricky words), and punctuation (periods, question marks, exclamation points, apostrophes, quotation marks, greetings and closings of letters, semicolons, colons, and capitalization).

Math concepts include: math computations (operations with whole numbers, decimals, fractions, mixed numerals, ratios, and percents), math concepts (numeration, number theory, number sentences, and number properties), math word problems (one-step word problems, two-step word problems, needed operation and information, ratio, fractions, decimals, percents, using proportions, using number sentences, percentage applications, and miscellaneous applications), and measurement and introduction to geometry and algebra (measurement, introduction to geometry, graphs, integers, introduction to algebra, and mixed topics).

The management system produces records on individual student achievement, amount of time worked on lessons, quizzes and tests, charts of individual progress within classes, and summary reports of groups of student progress.

Evaluative Comments

Strengths: The prescription feature makes it quick and easy to hand students their own individual study programs on disk or in print. Students have their own disk and can begin to work immediately on their lessons. The multiple choice questions include quit, hint, 1, 2, 3, 4, and read options. Wrong answers are explained.

Skills Bank includes a total package for an instructional setting that needs competency- based instruction in reading, math, and language arts. Purchase includes authorization to copy sufficient guides, sufficient teacher and student disks, annual updates, and technical and newsletter support from the publisher. Reports are predefined and easy to print out.

Weaknesses: Some of the reading passages are definitely written for K-9 students.

Smart Alex

Publisher: *The Smart Alex Press*
Cost: *$531.90 (22 tapes)*
$359.35 (Consonants)
$392.30 (Vowels)
Computer: *Apple IIe, Commodore, IBM*
Subject Area: *Reading*
Use: *ABE*

Description: Smart Alex is a sound-based comprehensive phonics program that includes diagnostic tests and individual lessons on consonants and vowels. The program involves a computer connected with a tape recorder via a connect device. Students view the pictures on the screen, hear an explanation on the tape recorder, and answer on the computer.

The diagnostic test requires that students select the correct letter(s) after hearing the word from the tape recorder and seeing the picture on the screen. The responses are tabulated and a summary of the students' results are available upon completion of either the consonant or vowel diagnostic tests. The consonant test includes questions covering initial consonants, digraphs, silent letters, initial and final blends. The diagnostic test on vowels includes short and long vowels, r-controlled vowels, dipthongs, and schwas. The instructor or student records the results of the tests on a recording sheet available with the program.

The program is designed to operate in combination with an instructor, or independently, with students selecting those sounds they need to practice. Each lesson consists of a short tutorial with practice hearing and responding to the sounds covered in the lesson.

Evaluative Comments

Strengths: The tape recorder with cassettes bypasses the sound problems so common with computer-generated sound. The cassette tapes are included with the program. (A sound program with no cassettes to make should be attractive to many teachers who have spent hours making cassette tapes.)

Smart Alex is a complete program. Students can take the diagnostic test(s), record their scores, and work on the sounds they need. In a crunch, the diagnostic test(s) can replace the oral phonics inventory.

Students have commented repeatedly that the program provides them with excellent feedback on sounds.

Weaknesses: Smart Alex does not have a management system for the individual lessons. The management system for the diagnostic tests can easily be wiped out. The graphics on the diagnostic test include a smile for a right answer and a frown for a wrong answer. Some students seemed distracted with the faces .

Speed Reader II

Publisher: *Davidson & Associates*
Cost: *$49.95*
Computer: *Apple/IBM/Mac*
Subject Area: *Reading*
Use: *ABE/GED/DE*

Description: This is a two-disk program that includes a program disk with five reading activities and data disk with thirty-five reading selections. The program provides practice in letter and word recognition, phrase reading, timed page reading, and timed whole reading. After the phrase reading and two timed sections, students answer four comprehension questions. The timed readings can be preset or self-paced.

Instructors can make their own data disks or purchase additional data disks on the upper elementary, intermediate, high school, and college/adult levels.

Evaluative Comments

Strengths: The program is flexible. The instructor-made data disks provide the instructor with the opportunity of matching text to student needs.

The timed readings are widely used in speed/comprehension building courses. Students consistently improve their speed/comprehension. The exercises can be preset, set individually, or read after the reading.

The price is right. Programs on limited budgets can afford this program.

Weaknesses: The program requires the student to go through a number of steps before getting to the actual reading selection. Sometimes students and their instructors become frustrated in the process. (Screen dumps of each step with the exact instructions have eliminated some of the frustration.)

Instructors can make their own data disks, but material must be under 1,000 characters. The process takes time. Most instructors will shy away from building their own data-disk banks. There is no management system. Learners must record their own rates and scores.

The first exercises—letter and word recognition—are difficult for many adult students. They cannot type the flashed letter/word fast enough. Many instructors avoid the first two exercises and use the last three exercises heavily.

THAT'S MY JOB I & II

Publisher: *Hartley*
Cost: *$39/level*
Computer: *Apple*
Subject Area: *Reading*
Use: *ABE*

Description: This two-disk program builds comprehension through reading selections on people and their occupations. The stories include a landscaper, fire fighter, janitor, beautician, electrician, and banker. There are 10 selections per disk. Disk 1, level one, ranges from a reading level of 2.0 to 3.2; disk 2 ranges from 2.7 to 3.7. Hints are given for incorrect answers and students can view vocabulary items directly from the screen.

Evaluative Comments

Strengths: The questions require higher levels of thinking, such as drawing opinions or selecting the best titles. The question analysis of the recording section indicates the areas of students' difficulty. The modification is available and easy to use.

Weaknesses: It is difficult to get directly out of the lesson modification to the main menu. The additions and alterations of the stories is limited by the space on the disks.

The Final Chapter: A Case Of Memory

Publisher: *Ombudsman*
Cost: *$49 per story (Part of a Series)*
Computer: *Apple*
Subject Area: *Reading*
Use: *ABE/GED*

Description: High-interest reading selections are presented with prereading activities, follow-up questions, and suggested writing activities. The comprehension questions include vocabulary in context, synonyms, usage, and spelling.

A simple management system tracks student progress.

Evaluative Comments

Strengths: Students find the text, "The Kidnapping of Charles Urschel by Machine Gun Kelly," highly motivating. They discuss the events with each other.

Weaknesses: Neither format nor comprehension questions are unique. It's the text that fascinates students.

Those Amazing Reading Machines I-IV

Publisher: *MECC*
Cost: *$49 per level (four levels)*
Computer: *Apple*
Subject Area: *Reading*
Use: *ABE*

Description: These are programs designed to provide practice in sequencing and spotting detail. Students match description to an action model, cut and paste paragraphs to fit the sequence of an action model, and finally study a sequence and correct the description.

The management system allows the instructor to select the number of program parts, the number of problems, the mastery level, and the difficulty of the cut and paste exercise.

Evaluative Comments

Strengths: The program provides an interesting approach to sequence and detail. The student must carefully observe the action model and translate that action to printed text.

Weaknesses: The sequences may be difficult to see. Learners with visual impairments (e.g. bifocals) may find it very difficult to observe the "action sequence."

Tutorcourse BLS 100R: Reading Comprehension

Publisher: *BLS Inc.*
Cost: *$599*
Computer: *Apple*
Subject Area: *Reading*
Use: *ABE*

Description: Reading 100 is part of a large stand-alone system that includes reading, English, and math. The system contains competency-based lessons from the 3.0 reading level through the 11.0 reading level. Reading 100 is the first reading program in the series and can be purchased separately.

The competency based reading program includes pretests and posttests, explanations of the competency (tutorial), and practice problems. The reading selections cover adult life skills and survival topics.

The eight disks cover following directions, reference skills (alphabetical order, maps, etc.), reading for details, finding the main idea, critical reading (fact vs. opinion, fiction/nonfiction), sequence, inferences, vocabulary skills (compound words/word parts, homonyms, context clues), and phonic analysis (vowels/consonants, digraphs and diphthongs, syllables). Each disk moves from simple to complex.

Some of the disks include student worksheets or require that the student read from a supplemental booklet.

A "Report Generator" disk can be purchased separately.

Evaluative Comments

Strengths: The reading topics are interesting, definitely of adult interest, and contain survival skill information. For example, on the Interpretation II disk, students will read an

cont. next page

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article discussing the amount of impact generated by a car hitting a tree at 10 miles per hour; a description of King, a watchdogfor the U.S. Air Force; the relationship between Melanin and freckles; and the law associated with two cars stopping at an intersection.

The series can be purchased as a unit or as individual components. Updated versions are provided by the publisher free of charge.

Weaknesses: The phonics disk can be eliminated. Reading about phonic elements does not necessarily make students better decoders. The program appears much like a textbook on the screen. Updated versions should feature more graphics, perhaps the addition of sound(especially in the lower level reading units) and more branching.

Vocabulary Skills: Context Clues

Publisher: *Media Materials*
Cost: *$49.95*
Computer: *Apple*
Subject Area: *Reading*
Use: *ABE/GED*

Description: Vocabulary Skills guides students through practice in the identification of context clues. The program comes with excellent reproducible work-sheets.

Evaluative Comments

Strengths: The tutorial information on context clues and how they are used is helpful.

Weaknesses: The theme of the disk is Wizardry, which is difficult to explain to English as a Second Language students. The theme and graphics may not be appropriate for all adult students. The use of graphics makes the program slow.

Vocabulary Skills: Prefixes

Publisher: *Media Materials*
Cost: *$49.95*
Computer: *Apple*
Subject Area: *Language Arts*
Use: *ABE/GED*

Description: The program provides a tutorial on prefixes, roots, and suffixes. The information is helpful, and the presentation through the theme of a muscle man is not distracting.

Evaluative Comments

Strengths: The program offers a good tutorial on word-attack strategies for ABE level students. Worksheets, pretests, and posttests are included.

Weaknesses: Some students find the pacing of the program too slow. Try the program out on students first.

Vocational Readers

Publisher: *Fearon*
Cost: *$249, $450 for Pkg.*
Computer: *Apple*
Subject Area: *Reading*
Use: *ABE*

Description: The complete package includes cassettes, readers, and computer disks that contain follow-up exercises. Students either read or listen to the text then work on the computer. The disk includes comprehension questions, exercises on vocabulary, and drill on the idioms presented in the reader.

Each situation-based reader covers a different job. The jobs are typical of those held by adult literacy students.

Evaluative Comments

Strengths: The situations involve adults with realistic problems. Although the disk is not essential to the package, the disk offers the student unlimited practice, especially on vocabulary and idioms.

In a tutor setting, the program can add an element of controlled, extended practice beyond the instructional setting.

Weaknesses: The disk includes very little branching and must be used with the text. It is very likely that the disks could outlast the readers. The job situations, although realistic, are jobs paying minimum wage.

Where In The World is Carmen San Diego

Publisher: *Broderbund*
Cost: *$49.00*
Computer: *Apple*
Subject Area: *Problem Solving*
Use: *ABE/GED*

Description: A combination game and teaching tool, this program can have many uses. As students try to solve a crime, they will have to use a map, look up clues in the World Almanac that comes with the disk, and use deductive reasoning. As the students move to each location, a famous building in that location is drawn on the screen and the students are given some local history.

Evaluative Comments

Strengths: Students must look up information in order to complete the program. It is good training in beginning research, and, in this format, students love to do it.

Some literacy programs use this program for beginning computer-literacy training. Students find the program nonthreatening. It is a good group activity.

Weaknesses: The program is difficult to fit into a curriculum and use in a lab.

Word Attack

Publisher: *Davidson*
Cost: *$49.95*
Computer: *Apple/IBM/Macintosh/ Commodore*
Subject Area: *Reading*
Use: *ABE/ABE+/GED/DE*

Description: This tutorial program includes an introduction to the vocabulary word with its definition, practice in matching the word to the right definition, practice in using the word in context, and an arcade type game that matches words and definitions. The disks come with extensive word lists as well as the opportunity to make your own word lists. Words are not only grouped by level but by parts of speech. Learners can choose to work on verbs, nouns, or adjectives.

Evaluative Comments

Strengths: Vocabulary data disks can be created and shared. The data disks are available on level 4-5, 6-7, 8-9, SAT words, Roots, and Prefixes.

Weaknesses: Words entered can be no longer than thirteen letters. Phrases are not accepted. Some keys, such as the equal sign, have dedicated functions. This creates difficulty when trying to enter math terms and use the definitions for examples. Life skills phrases such as "No Trespassing" do not fit because they are too long and are phrases.

Word Muncher
Publisher: *MECC*
Cost: *$49*
Computer: *Apple*
Subject Area: *Reading*
Use: *ABE*

Description: This is a drill program presented in a game format that requires students to match the featured vowel sound with the words given in the grid. Students must move fast enough to avoid the "Toggle."

The management system allows the instructor/tutor to turn the context sentence off, set presentation order, see/change words, see/change content groups, set the number of time/items, set performance level, and print out students' records.

Evaluative Comments

Strengths: Some students will find the program a refreshing approach to practice on vowels. The management system prints out students' responses.

Weaknesses: The program is built on an arcade-game format (i.e. Pac Man). Students who are not ready for timed drills may be frustrated.

Words At Work: Compound It
Publisher: *MECC*
Cost: *$49*
Computer: *Apple*
Subject Area: *Reading*
Use: *ABE*

Description: The program contains three games—"Clown Around," "Cowbell," and "Compound Game"—that are intended to increase proficiency in dividing compound words, identifying the meaning of the entire word, and matching the meaning with the compound word in a concentration exercise.

Evaluative Comments

Strengths: The objective-based games progress in difficulty from identification of compound words to the meaning of the word, to identification of the entire word. The graphics are impressive. The student cuts the compound word into its parts with a clown on a unicycle. The management system allows the instructor/tutor to easily tailor lessons to students.

Weaknesses: Although the program allows the instructor/tutor to design the lessons, it does not allow alteration of the text.

Words At Work: Prefix Power

Publisher: *MECC*
Cost: *$49*
Computer: *Apple*
Subject Area: *Reading*
Use: *ABE*

Description: This is a prefix drill program that requires students to identify the prefix, select the correct meaning of the prefix, and match the meanings. The management system allows the instructor/tutor to easily change the groupings, the prefixes included in the groups, and the level of success.

Evaluative Comments

Strengths: This is a nicely constructed three-game series for the identification and practice of prefixes. The management system is easy to use.

Weaknesses: The graphics, especially on the first game, "Hot Stuff," appear juvenile. They would not be appropriate for some students in some settings. It is not possible to alter the content of the sentences.

Words At Work: Suffix Sense

Publisher: *MECC*
Cost: *$49*
Computer: *Apple*
Subject Area: *Reading*
Use: *ABE*

Description: The program consists of four drill-based games designed to move students from the identification of the suffix to matching the suffix with its meaning. The management system is extensive, easy to use, and allows the instructor/tutor to tailor lessons to students' needs.

Evaluative Comment

Strengths: The program provides practice with suffixes. The instructor can arrange the suffixes, the presentation order, the level of mastery, and select the suffixes for inclusion.

The program provides an "active" graphic for interaction. Students move the ax and slice the word between the root and suffix.

Weaknesses: The graphics are designed for children. The little girl types the correct spelling of the base word on her computer in the second exercise. Some adults will find the graphics demeaning.

WORD DETECTIVE

Publisher: *Sunburst*
Cost: *$65*
Computer: *Apple/IBM*
Subject Area: *Vocabulary*
Use: *ABE*

Description: Students receive 7 letters and must make as many 2 to 5 letter words as they can from the 7 letters. The students' words are checked against the included dictionary disk. On level one, scoring is based on total number of correct words. On level two the program adds a time limit and point value to the letters.

Evaluative Comments:

Strengths: The program provides a highly motivating group activity. Even beginning students and/or ESL students can suggest possible words.

Weaknesses: The game works best with a group. It is difficult to use in an individualized setting. Some students will need to use their workbooks or dictionaries with the disk. The time element should be used only after students feel comfortable with the program.

APPENDIX

Technical Glossary

Alphanumeric key: a key that, when tapped, produces a letter, punctuation, or number on the monitor screen.

Application software: programs designed to handle specific types of information and achieve useful results or answer problems: for example, database management, word processing, spreadsheets.

ASCII: American Standard Code for Information Interchange; the standard code used to transmit information within, to, and from computers.

Back-up: a copy of a program or data file made by the user onto a separate storage medium, such as a disk or hard disk, so that copy will be preserved against possible loss or damage to the original.

BASIC: Beginners All-purpose Symbolic Instruction Code; a high-level language, standard on most microcomputers.

Baud: a bit of measurement used to specify the speed of data transmission in one second intervals. Usually used in reference to telecommunications.

Bit: the smallest unit of code for information occurring either as a 1, which indicates the presence of voltage, or as a 0 (zero), which indicates the absence of voltage.

Boot: to load a new program into RAM: may be done "warm" or "cold," meaning the computer is off.

Byte: measurement of storage, a string of bits, generally eight, which is often used to represent a single character.

CD-ROM: Computer Disk-Read Only Memory. A disk encased in a plastic coating which is "pitted" with electronic data and has an ultra-high density storage capacity which is read by a laser. Cannot be changed by the user.

Compatibility: software compatibility refers to the ability to run programs on a variety of computers. Hardware compatibility means that various components may be connected directly.

Control key: (1) a key pressed which initiates some kind of physical control action but which isn't printed on the output page, for example, line feed, tabs, paragraph indention, (2) sometimes used in conjunction with other keys in order to define unique commands.

CPU: Central Processing Unit; the "brain" of the computer, the chip that orders information and directs it around the computer.

CRT: Cathode Ray Tube used for video display on a screen.

Cursor: the line, flashing box, or other blinking symbol that appears on the monitor to show where the next keystroke will appear.

Data: information that is input to a computer system and is then processed by a mathematical and logical operation so that it can ultimately be output in a sensible form.

Database: a collection of like records of information (i.e., mailing addresses, client profiles, book listings) that can be flexibly organized, sorted, reordered or selectively retrieved.

Desktop Publishing: the use of personal computers and application software combining text and graphics to design hard copy layout. Produces high-quality documents, such as periodicals, newsletters, and other materials.

Desktop Publishing System: a combination of hardware and software products used for desktop publishing, including a computer, layout or page-formatting software, and a high-resolution output device, such as a laser printer.

Disk: see floppy disk, hard disk, or micro-floppy disk.

Documentation: a collection of documents or information which describes a computer program information system, or required data processing operations.

DOS: Disk Operating System; a collection of programs providing the CPU with specific instruction for transferring data from the disk to the computer and from the computer to the disk. Most commonly used DOS programs are those for formatting and copying (making back-up) disks.

Electronic Mail: the transmissions, storage, and distribution of text materials in electronic form over communication networks.

File: data arranged under a single title (such as Annual Report) in RAM or on a disk.

Floppy disk: a magnetized mylar wheel used to store data and programs outside the computer RAM. Disks measure 5.25 in diameter and are sealed in a protective square cover which is lined with a software material that cleans the disk as it rotates.

Font: a group of type of one style and size.

Format: (also initialize) to prepare, via a program, a floppy disk to receive data according to the protocols of a particular DOS.

This glossary and much of the other material in the Appendix, is included compliments of PCC, Inc.

Hard disk: used to store data and programs outside of the computer's RAM. Hard disk systems have faster read/write access times, high storage capacity, and a greater reliability than do floppy or micro-floppy disk systems.

Hardware: the physical components of a computer i.e. keyboard, printer, disk drive, CPU, monitor.

High-level language: programming languages designed for users to write instructions in English-like statements rather than in machine language.

High Resolution: the capability of producing and reading at least 256 lines or columns of dot patterns on a CRT. High resolutions graphics produce an image that has the detail approximating that of a photograph.

Initialize: see Format.

Input: instructions or information going into the computer by keystroke, light pen, touch screen, mouse, or other device.

K: Kilobyte: 1024 bytes of memory.

Kerning: placing letters relatively closer to or further from each other; to make certain letter combinations look better.

Laser Printer: a printer that use a laser beam to imprint page images onto paper.

Layout: the planning, design, and arranging of text and graphics on a page.

Light Pen: a hand-held optical character recognition device used for data entry into many types of terminals.

Load: to enter a program or data file into RAM from an external source such as a disk drive.

LAN: Local Area Network: a communications network which typically uses cables to connect computers within a limited physical area such as an office building.

Leader: regularly spaced intervals of the same character, usually to lead the eye across the line, as the dots in a table of contents between the end of a title and the page number.

Leading: the extra space between lines of printed text (rhymes with heading).

Menu: a list of command choices in a program displayed on the monitor for the user's convenience.

Micro-floppy disk: magnetized mylar wheel used for long-term storage of data and programs outside of the computer's RAM, encased in hard shells with a metal shutter to protect the media from damage due to improper handling or dust. The disks measure 3.5 or 5.25 inches in diameter.

Microprocessor: a chip, often the CPU, which is used to move data around or to perform calculations.

Modem: MOdulaltor-DEModulator; a device which makes it possible to transfer information between computers over telephone lines.

Optical Disc Storage: a method of storing data which can be read by a laser. There are three main categories; prerecorded disks, disks that a laser drive can write on but not erase, and erasable disks.

Operating system: the program by which the CPU operates.

Program: a set of instructions written in a computer language telling the computer how to process data or interact with peripherals.

RAM: Random Access Memory: the workspace of the computer into which a program and data can be loaded; information can be read from or written into any part of the RAM almost instantly. RAM is temporary and of finite size.

READ: the CPU reads or copies information from a disk to RAM i.e., a program or data file.

ROM: Read Only Memory; permanent system instructions built into the computer on chips, the CPU can read the instructions in ROM, but cannot write new ones into it.

Save: a frequent command to the computer, directing it to store the contents of RAM on a disk or other storage device.

Scanner: a device used to scan images and translate the images into a digitzed form which can then be used by computer.

Software: computer programs, the instructions by which the machine operates, which includes both systems oriented programs (i.e. DOS) and applications programs (i.e., word processor, database).

Storage: the keeping of data or programs; generally storage implies keeping a file outside of RAM, as on a disk or tape for long term storage.

Telecommunications: the transmission or reception of signals by electromagnetic means. Usually pertains to the transmission of computer signals over telephone lines.

Write: the CPU writes, or enters, information from RAM onto a storage device such as a disk.

Software Analysis Glossary

ABE: 0-4th Grade Reading Level. The majority of instruction is spent on decoding skills (includes phonics), sight word vocabularies, word attack skills, and survival reading (charts, graphs, signs, etc.).

ABE+: 4-8th Grade Reading Level. Instruction concentrates on increasing reading comprehension through instruction on specific reading skills (main idea, inference, details), vocabulary development, guided readings, and survival reading (graphs, charts, tables, etc.).

Alterable Software: The software can be changed. Text can be deleted, inserted, or altered, and/or questions modified, and/or the proficiency level set.

Apple: A computer, produced by the Apple Computer Co., and compatible computers, that operate on a DOS 3.0 or ProDOS operating system. (Apple IIGS computers are included but not Macintoshes). Generally software that runs on one Apple will run on another Apple. If using an Apple compatible, preview software on the hardware before purchase. Compatiblity is not guaranteed.

Basic Math Skills: Arithmetic skills that range from single-digit addition through percents, ratios, and measurements.

Branching: The ability of a program to alter its sequence according to user choices or responses. If the student enters a wrong answer, does the software explain why the answer is incorrect, does it offer additional examples/problems, does it reroute the student into a subsection, or does it simply tell the student that the answer is wrong?

DE: Developmental Education Instruction designed to assist pre-vocational and pre-college transfer students gain the necessary skills in reading, writing, and math to be successful with vocational and transfer curricula.

GED: Above 8th-Grade Reading Level. Instruction focuses on the skills needed to pass the GED (high school equivalency) exam. Instruction centers on building comprehension and increasing vocabulary, especially in topics related to social studies, science, math, and literature and the use of the conventions of written English.

IBM Family: Computers that use an MS-DOS operating system. These computers include IBM, Tandy, Compaq, and a variety of compatibles. It is especially important when purchasing IBM software to preview the software on the hardware that will be used to run that program.

Management System: The recordkeeping system available with the software. The system can be extensive with multiple print-out options or it can be a simple record of total correct answers. Not all software contains a management system.

RAM Memory: The amount of workspace in a computer. If the computer does not have much memory, some software will not run on it.

Public Domain Software: Software available for minimal or no charge. Listings of public domain software can be found by contacting local and regional user groups, in many libraries, in national exchanges, and by contacting the AL&T Technical Consultants.

Objective/Competency: Stated learning outcomes.

Word Processing: Writing software that allows the computer to resemble a typewriter. Generally the more expensive the program, the greater the formatting and printing options, and the longer it takes to master the program.

Hardware Decisions

Essential Hardware

1. Computer: A wide variety of computers are available today, but the largest number of educational programs are available for the Apple II family of computers. The standard memory for the Apple II+ is 48K, for the IIe, 64K, and 128K for the IIc and IIGS. Many programs require a minimum of 64K, but boards can be purchased to increase a computer's memory, if needed.

Other computers mentioned in this publication are Atari, TRS 80, IBM family (includes but is not limited to IBM, Tandy, Compaq), PET, Commodore, and the Apple Macintosh.

2. Disk Drive: One disk drive is a necessity; two are preferable.

3. Monitor: A good monitor, either monochrome or color, is essential. A few programs require color, but text on a color monitor may be difficult to read. A monitor that can be tilted to the right viewing angle will save neck strain. Some monitors have a softer tone of green than others. When previewing software, be sure to view it on the monitor(s) most likely to be used with instruction.

4. Printer: Most instructional programs can be run without a printer but many do have an optional printing capability. A printer is essential for word processing or recordkeeping programs. Unless letter-quality printing is necessary, a dot matrix printer is adequate, less expensive than others, and needed for some types of graphics.

Optional Hardware

1. Print "Dump": With the press of a button the Print-it card from Textprint ($190) automatically prints exactly what is on the screen in regular or double size. Textprint, Inc., 220 Reservoir St. Needham Heights, MA 02194; (617) 449-5808.

2. Cassette Connect Device (CCD): This device, manufactured by Hartley, connects a cassette tape recorder to the game port of the computer. This allows the computer to take control of turning the tape recorder on and off. Hartley has several programs which require this device. The computer turns on the cassette, which dictates spelling words. The student then types the word into the computer and the computer shows whether the response is correct or not.

3. Sound Systems: Interface cards are available that attempt to replicate human voice.

> **Speech Synthesizer:** This can "read" computer text aloud. Sometimes pronunciation is inaccurate or difficult to understand. "The Echo" is an example of a speech synthesizer.
>
> **Speech Digitizer:** This software has preprogrammed sound. It is closer to the human voice than the synthesizer, but it is not alterable. "The Ufonic" is an example of this kind of hardware.

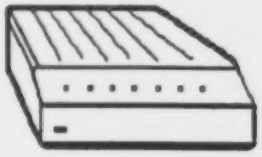
4. Mouse: This control device can be used as an alternative to the keyboard in some programs. It is available for the Apple IIe, IIc, Apple IIGS, Macintosh, IBM, and others.

THE PARTS OF A MICROCOMPUTER SYSTEM

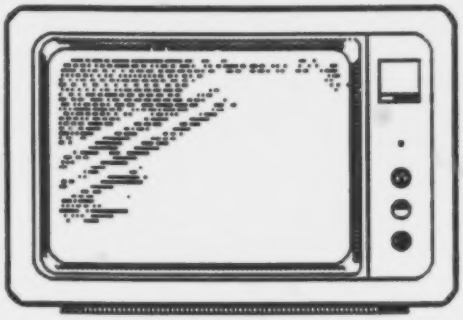
HARDWARE The physical components of the computer system.

Microcomputer system components and Peripherals

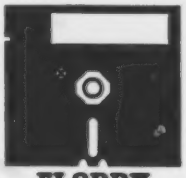
- Computer (CPU)
- Keyboard
- Video Monitor
- Disk Drive
- Hard Disk
- Printer
- Modem



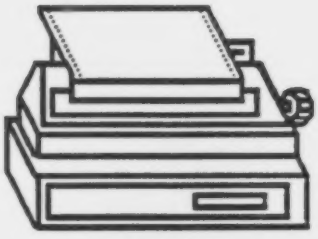
MODEM



VIDEO MONITOR



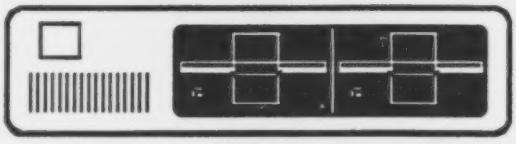
FLOPPY DISK



PRINTER

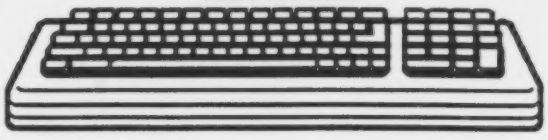
MICRO-FLOPPY DISK

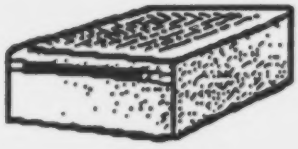
HARD DISK



CPU

KEYBOARD





DISK DRIVE

About Software

Software: A program, a set of instructions, that directs the computer to perform a particular task, such as data-base management or word processing.

Use of Disks:
Disks are the magnetic media that are used to record program instructions and data. The disk itself is made of flexible mylar coated with a magnetic recording medium and encased in a plastic jacket to protect it. The disk drive has a read/write head which reads and writes information from/to the disk. The common disk sizes are 5.25 and 3.5 inches. Disks can store information on one or both sides, depending on your disk drive.

A disk should be placed in a drive with its label up and the label entering last.

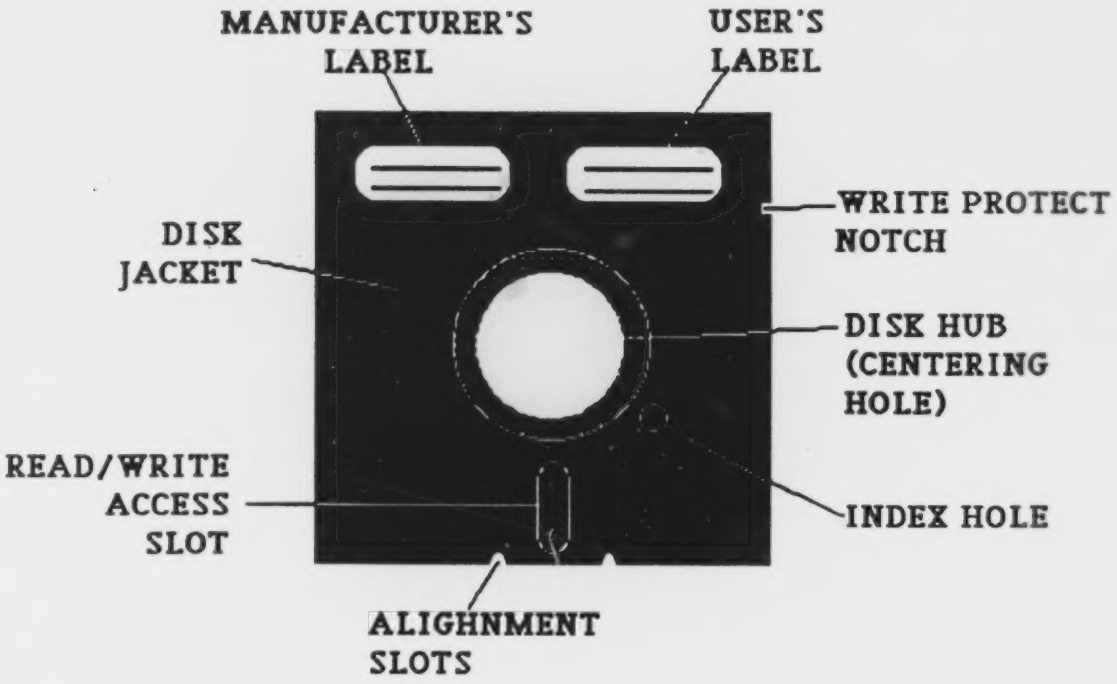
Write-Protect Notch:
There is usually a write-protect notch on the disk. This notch enables the computer to write, or save information onto the disk. If there is no notch, or the notch is covered with a protective tab, no new information can be written or stored on the disk. Information can only be read (loaded or retrieved) off the disk into RAM memory. The write protect notch can be covered to protect the disk from any accidental damage to the instructions or data that are already on the disk. Most purchased software programs are on disks without a write protect notch so that the program instructions may not be altered or damaged.

Back-up Disks:
Make back-up copies of all disks, in case of damage or loss. Always store the back-up disks in a different place from the original disks.

Care of Disks:

- Never bend or apply pressure to the disk.
- Use a felt-tipped pen and press VERY LIGHTLY when labeling a disk. Using a ballpoint pen or pencil can damage the disk.
- Never touch the exposed parts of the disk; i.e., the material visible in the read/write access slot.
- ALWAYS replace your disk in the protect sleeve when it is out of the disk drive. Dust may damage it.
- NO drinks or food around the computer—spills are disastrous.
- Disks are sensitive to extreme heat or cold, keep your disks away from direct sunlight or intense heat sources.
- Disks are sensitive to magnets and magnetic fields. Don't lay your disks on top of the monitor or power supply, as it may demagnetize the disk and destroy the information on the disk.
- Always carry disks through airport security, as disks can also be damaged by the metal detectors at the airports.
- Provide smoking areas away from the computer area, as smoke can damage a disk.
- Store disk upright in a protective disk box.

A computer is general purpose machine. A software program is the set of instructions that directs the computer to perform a particular task such as creating a letter, database, or spread sheet.


MANUFACTURER'S LABEL
USER'S LABEL
WRITE PROTECT NOTCH
DISK JACKET
DISK HUB (CENTERING HOLE)
READ/WRITE ACCESS SLOT
INDEX HOLE
ALIGHNMENT SLOTS

Using Computers

Using a Software Program

Most people use commercially produced software programs and do not create their own programs. It takes time to learn to use a software package. To use a program effectively, the features and capabilities of the software must be understood, as well as the particular program commands that guide the software.

Software Programs are divided into these general categories:

A. General Applications Software
- word processing
- database management/filing systems
- graphics

B. Financial Applications Software
- spreadsheets
- payroll
- general ledger

C. Reference Software
- card catalogue

D. Educational Software
- drill and practice
- simulations
- problem solving
- tutorials

E. Recreational Software
- board games (chess, Othello, checkers)
- adventure games
- arcade games

F. Communications Software
- Allows computer to communicate with other computers using phone lines.

Creating a Program

Programming involves learning a particular computer language and writing instructions to the computer in order to get it to perform the tasks that the programmer desires.

Some common programming languages are:

- BASIC (Beginners All-purpose Symbolic Instruction Code)
- Logo
- Pascal
- FORTRAN (FORmula Translator)
- COBOL (COmmon Business Oriented Language)
- C
- Ada

Microcomputer Memory and Storage

Program instructions and data both reside in the computer's memory and on a disk. The computer's internal memory is temporary; disk storage is long term.

Temporary Memory

Random Access Memory (RAM)

RAM is temporary memory in the user's workspace. This is the portion of memory where a software program's instructions (such as word processing, spreadsheets, or database) are stored. RAM also holds the information created while using a software package (for example, a letter created with a word processing program). Usually, only one software program is stored in RAM at a time. When the computer is turned on, RAM is empty and when the computer is turned off, all of the instructions and data in RAM are erased.

Long-Term Storage

Floppy Disks

The amount of information which can be sorted on a individual floppy disk is decided by the software program, Disk Operation System (DOS), and the disk drive. Each computer system will require the use of specific types of disks, e.g. single-sided, double-sided, double-density, or single-density disks.

Hard Disks

A hard disk (fixed disk) is used in conjunction with or in place of a disk drive. A hard disk stores both programs and data. Hard disks have much greater storage capacity than a floppy disk. You can read and write to the hard disk with greater speed than to a floppy disk.

A hard disk with small storage capacity will hold the equivalent of 35 floppy disks.

How a Computer System Operates

There are different levels of software instructions that tell the computer how to operate. The most basic set of instructions operate at the system level, directing the computer in its elemental operations, i.e. what to do when the power switch is turned on and off, how and where to move information.

Read Only Memory (ROM)

ROM contains the instructions that the manufacturer puts into the machine permanently. These instructions aid the computer in functioning internally. The instructions in ROM are permanent and cannot be changed. The computer uses the ROM instructions, not the user.

The Disk Operatic System (DOS)

DOS is a collection of utility programs that allows the user to work with a disk and the information that is stored on the disk. There is another level of DOS which communicates directly with the computer.

The Uses of DOS

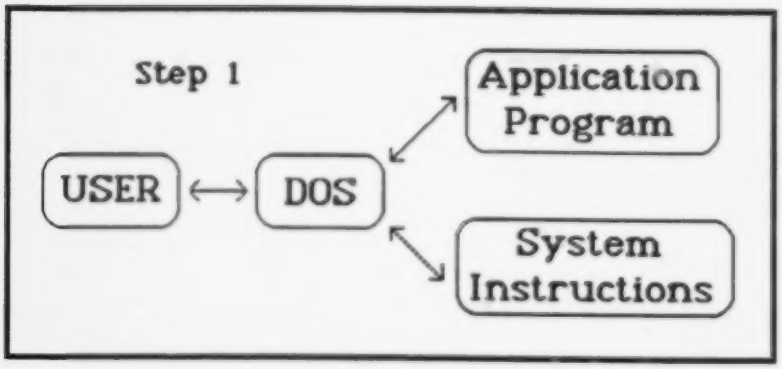
Working with a disk, DOS enables you to:

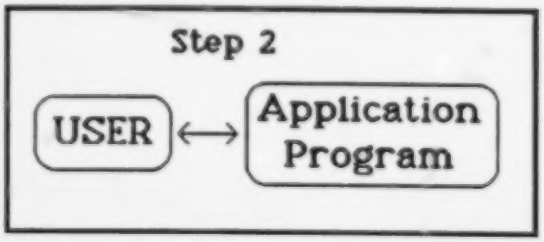
- Load and save information
- Format a blank disk
- Make a back-up of a disk
- Check the disk for:
  - Damage,
  - What's on it (directory or catalog)
  - Amount of free space
- Create Disk Directory
- Programming Utilities

The most commonly used DOS programs are those for formatting and copying (making back-up) disks.

Application Programs

Application programs are software programs designed to handle specific types of information and achieve useful results or answer problems. For example, a database management program may be used to create a distributions list; a word processing program may be used to create a letter; a spreadsheet program may be used to create a budget.


Step 1
Application Program
USER
DOS
System Instructions


Step 2
USER
Application Program

Formatting and Backing Up MS-DOS Disks

Preparing A Data Disk for Use

A new disk is completely blank. Before you use a disk, it must be prepared to receive the information. This preparation is called "formatting" or "initializing." The disk is divided into tracks and sectors, the format necessary for the disk to receive information.

MS-DOS

MS-DOS is the DOS system which is used to format disks for IBM, COMPAQ, Eagle, PC, Leading Edge, Tandy, and other IBM-compatible computers.

Formatting A Disk Using MS-DOS*

The formatting process is used for two purposes:

- to prepare a new disk for use
- to recycle an old disk (all of the information on the old disk is erased when a disk is reformatted)

Follow these steps to format a disk using two disk drives:

1. **Load MS-DOS into the computer**
   - Place the **MS-DOS disk** in **disk drive A** and close the door
   - Turn on the computer
   - At theprompt **DATE:**, type in the date or press the Enter key
   - At the prompt **Time:**, type in the time or press the Enter key
     On your screen you should see: **A>**

2. **Load the Formatting Program into the computer**
   - With the MS-DOS disk in disk drive A at the A> type: **format b:** and press the Enter key

3. **To format the disk**
   - When this message appears on the screen;
     Insert new diskette in drive B:
     and strike any key when ready
   - **Place the disk to be formatted in disk drive B**
   - **Press any key** to begin the formatting
   - When the formatting is complete, this message will appear on the screen: **Format another (Y/N)?** Type: **N** and press the Enter key

*MS-DOS and PC-DOS use the same formatting instructions.

Formatting and Backing Up MS-Dos Disks

Backing Up A Disk Using MS-DOS*

The back-up process is used to make duplicate copies of disks for protection purposes. At the end of each computer session, all data diskettes should be backed-up. It isn't necessary to format the disk that will become the back-up. The format instructions are part of the disk copy program.

Follow these steps to back-up a disk using two disk drives:

1. **Load MS-DOS into the computer**
   - Place the **MS-DOS disk in disk drive A** and close the door
   - Turn on the computer
   - At the prompt, **DATE:**, type in the date or press the **Enter** key
   - At the prompt, **Time:**, type in the time or press the **Enter** key
     On your screen you should see: **A>**
2. **Load the Back-Up Program into the computer**
   - With the MS-DOS disk in disk drive A at the **A>**
     type: **diskcopy a: b:** and press the **Enter** key
3. **To Back-Up the Disk**
   - When this message appears on the screen:

     Insert source diskette in drive A:
     Insert the target diskette in drive B:
   - **Place the disk to be copied in disk drive A**
   - **Place the disk that will become a back-up into disk drive B**
   - **Press any key to begin the back-up**
   - When the back-up is complete, this message will appear on the screen:

     Copy Complete
     Copy another (Y/N)?

     type: N and press the **Enter** key

How to Load a Software Program Using MS-DOS*

Most program disks don't have the DOS instruction enabling the disk to be self-loading. **If the program disk is not self-loading, you will need to follow these steps to load the program into the computer:**

1. **Load MS-DOS into the computer**
   - Place the MS-DOS disk in disk drive A and close the door
   - Turn on the computer
   - At the **Date:** prompt, type in the date or press the **Enter** key
   - At the **Time:** prompt, type in the time or press the **Enter** key
     On your screen you should see: **A>**
2. **Load the Software Program instructions into the computer**
   - Take the MS-DOS disk out of disk drive A
   - Place the software program disk in disk drive A
   - At the **A>** type the **program name** that will load the program instructions into the computer.

Check the software manual to find the appropriate program name.

* MS-DOS and PC-DOS use the same back-up instructions..

ProDOS

ProDOS is the DOS system which is used to format disks for the Apple II, Apple IIc, and Apple GS computers.

Formatting a Disk Using ProDOS

The formatting process is used for two purposes:

- to prepare a new disk for use
- to recycle an old disk (all of the information on the old disk is erased when a disk is reformatted.)

Follow these steps to format a disk using two disk drives:

1. **Load ProDOS into the computer**
   - **Place the ProDOS disk in drive 1** and close the door
   - Turn on the computer
   - Screen will show the ProDOS main menu options

2. **Load the ProDOS File (Utilities) into the computer**
   - Type **F3. Select the Volume Commands Program**
   - Type **V**

4. **Select the Format a Volume Command**
   - Type **F**

5. **You will see the format screen**
   - To accept the default option, press RETURN when you see the blinking 6
     The disk controller card is located in slot 6 in the computer
   - To indicate that the disk to be formatted will be in drive 2, type **2, then:**
     Place the disk to be formatted in drive 2
   - Type/**(disk name)**
   - Press **RETURN** to begin the formatting*

   ***If the message **DESTROY/ (disk name)? (Y/N)** appears, this means that the disk to be formatted has been used before. Check to make sure that you do not need anything on the disk and proceed with the formatting by typing **Y**.**

6. **When the FORMAT COMPLETE message appears**
   - If you wish to format another disk return to Step 5.
   - If you are finished formatting, press ESC twice and then select **Q** to exit.

BACKING-UP A DISK USING ProDOS

The back-up process is used to make duplicate copies of disks for protection purposes. At the end of each computer session, **all data diskettes should be backed-up.**

It is not necessary to format the disk that will become the back-up. The format instructions are part of the copy program.

Follow these steps to back-up a disk using two disk drives:

1. **Load ProDOS into the computer**
   - **Place the ProDOS disk in drive 1** and close the door
   - Turn on the computer
     Screen will show the ProDOS Main menu options

2. **Load the ProDOS file (utilities) into the computer**
   - Type **F**

3. **Select the Volume Commands Program**
   - Type **V**

4. **Select the Copy a Volume Command**
   - Type **C**

5. **You will see the Copy A Volume Screen**
   - Press **RETURN 4 times** to accept the default option
   - **Place the disk to be copied in drive 1**
   - **Place the disk that will become a back-up in drive 2**
   - Press **RETURN** again to accept the same volume name for the new disk, and the copying will begin
   - When the name of the disk appears at the prompt, **New Volume Name:**, press **Return** *

   *If the message **DESTROY/(disk name)? (Y/N)** appears, this means that the disk to be formatted has been used before. Check to make sure that you do not need anything on the disk and proceed with the formatting by typing **Y**.

6. **When the FORMAT COMPLETE message appears**
   - If you wish to format another disk return to Step 5.
   - If you are finished formatting, press **ESC** twice and then select **Q** to exit.

List of All Reviewed Software

In the past five years, the contractor for this Guide has reviewed hundreds of software programs, all of which are listed in this section. Listing prefixed by bullets appear in the Software Guide; listings in boldface type are new to the 1989 edition.

Title	Level	Publisher
A Balanced Nutrition	ABE/GED	Educational Materials
A Treasure Hunt of Facts	ABE	Ufonic Voice Systems
• **Adjectives**		**Hartley**
Adjectives	ABE/GED/DE	Hartley
• **Adverbs**	**ABE**	**Hartley**
Adventures in Space	ABE/GED	Woodbury
• Adventure with Fractions	ABE	MECC
• **Algebra 1 - 6**		**Educulture**
Algebra 1	ABE/GED/DE	Eduware
Algebra 2	ABE/GED/DE	Eduware
Algebra 3	ABE/GED/DE	Eduware
Algebra 5	ABE/GED/DE	Eduware
Algebra	GED/DE	George Earl
All About What You Read	GED/DE	Milton Bradley
Analogies	GED/DE	I.Q. Builder
Analogies Advanced I, II	ABE/GED/DE	Hartley
Analogies Tutorial I, II	ABE/GED/DE	Hartley
Apple Presents Apple	ABE/GED/DE	Apple
• AppleWorks	ABE/GED/DE	Apple
• Arithmetic Doctor: Fractions	ABE/GED/DE	Educational
• **Algebra Made Painless**		**Educational Activities**
APEL Project Software	ABE	Yukon-Koyukuk School Dist.
• Bank Street Writer III		Scholastic
• **Bard's "Pro-Am" Writing System**		**Writing Software Int'l**
• Basic English Skills	ABE	Encyclopedia Britannica
• **Basic Math Competency**	**ABE/GED**	**Educational Activities, Inc.**
• **Be A Winner: Be Assertive**		**MCE**
• **Be A Winner: Be Motivated**		**MCE**
• **Be A Winner: Negotiate**		**MCE**
• **Be A Winner: Set Your Goals**		**MCE**
• Best of Education 064		Public Domain
Body In Focus	ABE/GED/DE	CBS Software
• **Building Memory Skills**		**MCE**
Business of Better Writing	GED/DE	KET
Caffeine	GED	Oregon Dept. of Education
CAI Reading Efficiency Sys.	ABE/GED/DE	Computer Assist. Instruct.
Calendar Skills	ABE	Hartley
Capitalization		Educational Activities
• Capitalization		Hartley
• **Capitalization Plus**	**GED**	**Microcomputer Workshops**
Capitalization Prac. & Test	ABE	Hartley

Title	Level	Publisher
• Career Readers	ABE	Fearon
• Career Steps: Present Yourself		MCE
• CAW: Computer Assisted Writing	ABE	Educational Activities,
Cells	ABE/GED/DE	Educational Activities,
Chatterbox	ABE	Voice Learning Systems
• Chemeketa Math Drills		Public Domain
Chemistry 1	GED	FOCUS
Civilization Computer Pkg.	GED/DE	FOCUS
Clock	ABE	Hartley
• Cloze Plus		Milliken
Coevolution	ABE/GED	Science Media Services
• **Combining Sentences**		**IBM**
• Comprehension Connection		Milliken
Comp. Planning/Success	ABE/GED/DE	Psychgraphic
• Comprehension Power		Milliken
Compu-Cal Quiz Ware	ABE/GED	McGraw Hill
Compu-Read	ABE/GED/DE	Eduware
Compu-Spell	ABE/GED/DE	Eduware
Computer Assisted Writing	ABE+/GED/DE	Educational Activities, Inc.
. Converting Fractions & Percent.	ABE	Educational Activities, Inc.
• Constitution & Government	ABE	Educational Activities, Inc.
• Core Reading & Vocabulary	ABE	Educational Activities, Inc.
• Create Spell It		Hartley
• Create Vocabulary		Hartley
• Creating the U.S. Constitution		Educational Activities
Critical Reading	GED/DE	Jostens' Learning System
Crosscountry USA	ABE/GED/DE	Didatech SoftwareDaily Living
• Crossword Magic		Mindscape
Daily Living Skills:Bank/Credit		Encyclopedia Brintannica
Demolition Division	ABE/GED	DLM
• Diascriptive Lang. Arts Development		Educational Activities
• Diascriptive Reading III		Educational Activities
• Dilemma	ABE	Educational Activities, Inc
• Disk No. 062 - Education		Public Domain
Dragon Mix		DLM
Driver's Education Program	ABE	EMC Corp.
Dueling Digits		Broderbund
Earl's Word Power	ABE/GED/DE	Dvitle Courseware
• Earth Through Time and Space		Educationa Activites
Easy Graph	ABE	Grolier
English As A Second Lang.	ABE+/GED/DE	Wadsworth
English - Homonyms, Verbs, Pron.	ABE/GED/DE	Educational Act
English Achievement II	GED/DE	Micro Workshops Courseware
English Achievement III	GED/DE	Micro Workshops Courseware
English Achievement V	GED/DE	Micro Workshops Courseware
• English: Basic Mechanics	GED/DE	Conduit

Title	Level	Publisher
English Basics I	ABE	Educational Activities, Inc.
English Basics II	ABE	Educational Activities, Inc.
• English Basics: Parts of Speech	ABE/GED	Educational Activities
English Microlab	GED	Houghton Mifflin
• **English on the Job:Computer**		**Conover Company**
English: Parts of Speech		MECC
Escape from Algebra	GED/DE	Milliken
• **Essential Idioms**		**Regents/American Language**
Evelyn Wood Dynamic Reader	GED/DE	Timeworks
Everyday Math Skills	ABE/GED	Media Material
• **Exploring Tables and Graphs**		**Weekly Reading** Software
Factory	GED/DE	Sunburst
Figurative Language	ABE/GED	Hartley
Filling Out Job Applications		MCE
Filling Out The Forms	GED/DE	Educational Ass. Educult.
• **Final Chapter**		**Ombudsman**
Finding Readability Levels	ABE/GED/DE	Sunburst (MECC Sch. U.)
First Facts Addition		AcademicTherapy Publication
First Facts Subtraction		AcademicTherapy Publication
Fractions		Eduware
Fractions, Percents & Decimals	GED	Aquarius
Freddy's Puzzling Adventure	ABE/GED/DE	DLM
• FrEdWriter	ABE/GED/DE	CUE/ Public Domain
• **Geometry Alive**		**Educational Activities**
• Gapper: Computer Based Lan. Arts	ABE/GED/DE	HRM
• Ghost Writer	ABE/GED/DE	MECC
• **Grammar Examiner**		**DesignWare**
• Grammar and Writing		Encyclopedia Britannica
• **Grammar Mastery**		**REGENTS**
Grammar Package 1	ABE/GED/DE	Opportunities for Learning
Grammar Problem Practice		Milliken
GED 100 Series	GED	Steck Vaughn
GED Series	GED	Intellectual Software
Genetics	ABE/GED	Micro Computer Workshop
Harmony		Jostens
High School Math Competency	ABE+/GED	Microcomputer Workshop
High Steps to Comprehension		Educational Publishing Co
Homeword	ABE/GED/DE	Sierra On-Line
Human Systems Keyword	ABE/GED	FOCUS
Incresing Self Esteem		Control Data
Informal Reading Comp.		Educational Activities
Interlearn	ABE/GED/DE	Interactive Text Interpret.
Interpreting Graphs	ABE/GED/DE	Conduit
Interpreting Graphs & Tables	ABE/GED/DE	Hampton Publishing
• **Job Success: Looking Good**		**MCE**
• **Job Success:Your First Day**		**MCE**
• **Job Success: Your Personal Habit**		**MCE**

Title	Level	Publisher
• Key Words		Humanities Software
• Keys to Responsible Driving	ABE/GED	CBS
KET Adult Math		KET
• L.A. Grammar Probs. For Practice	ABE+/GED	Milliken
• **L.A. The Rules and the Partner**		**Morning Star**
• **L.A. Usage**		**Houghton Mifflin**
• **LAP: Automotive**		**Conover Company**
• Leap 1	ABE/GED/DE	Educational Activities, Inc.
Learning Styles Inventory	ABE/GED/DE	Educational Activities, Inc.
• M-SS-NG L-NKS	ABE/GED/DE	Sunburst
• Magic Slate	ABE/GED/DE	Sunburst
• Master Spell	ABE/GED/DE	MECC
Master Type	ABE/GED/DE	Lightning Software
Mastering the SAT	GED/DE	CBS Software
• **Math Assistant I - II**		**Scholastic**
Math Blaster	ABE/GED/DE	Davidson
• **Math For Everyday Living**	**ABE/GED/DE**	**Educational Activities, Inc.**
Math On Computers	ABE	Quality Educational Des.
Math on the Job - Carpenter		**Conover Company**
• Math Sequences	ABE/GED/DE	Milliken
• Math Shop	ABE+/GED	Scholastic
• Mathematics: Solving Story Prob.	ABE/GED/DE	Houghton Mifflin
Math Word Games: Problem Solving	ABE	McGraw Hill
Math & Language	ABE/GED/DE	Sysdata
Memory Match	ABE/GED/DE	Hartley
Micro Speed Read	GED/DE	CBS Software
Micro Read	ABE	American Ed. Computer Inc
Mindbenders (A-1, 2, 3)	ABE/GED/DE	Midwest Publication
• **Money! Money!**		**Hartley**
• Multi-Scribe	ABE/GED	Scholastic
Mystery Sentences	GED/DE	Scholastic
• Nouns/Pronouns	ABE	Hartley
Number Cruncher	ABE	Bertamax
Number Series	ABE/GED/DE	I.Q. Builder
Obrian Vocabulary Test	ABE	Educational Activities, Inc.
Oregon Trail	ABE	MECC
• Our Weird & Wacky World	ABE	Educational Activities, Inc.
• **Parts of Speech II & III**		**IBM**
Parts of Speech	ABE/GED/DE	Micro Learninghouse
Phrase Reading 1	ABE/GED/DE	Creative Curriculum, Inc.
• **Physical Science Series:**		**Educational Activities**
• **Picture Perfect**		**Mindplay**
• Practical Composition Manual	GED	Intellectual
Prescription Medicine Products	ABE	Encyclopedia Britannica
• Print Shop	ABE/GED/DE	Broderbund
Problem Solving	ABE+/GED/DE	CBS Software
Problem Solving In Everyday Math	ABE	MCE

Title	Level	Publisher
• **Project Star**		**Hartley**
Punctuation	ABE	Educational Activities, Inc.
Punctuation	ABE/GED/DE	Micro Learninghouse
Punctuation II	ABE	Educational Activities, In
• **Punctuation (II,III,IV)**		**IBM**
• Punctuation Put-On	ABE/GED/DE	Sunburst
Political Genie	ABE+/GED	Boring Software Co.
• Quations	ABE	Scholastic
Ratios & Proportions	ABE/GED	Magna Systems
Read & Solve Math Problems	ABE/GED	Educational Activities, Inc.
Reading & Writing Connections		Hartley
• Reading Around Words	ABE/GED	I/CT
Reading Comp: Main Idea & Detail	GED/DE	Milton Bradley
Reading Comprehension Placement Test	GED/DE	Educational Activities, Inc
Reading Efficiency	ABE	Weaver Instructional Systems
• **Reading for Meaning**		**IBM**
Readability Formulas	ABE/GED/DE	Encyclopedia Britannica
Readability Index	ABE/GED/DE	Educational Activities, Inc.
• **Reading Klooz: Mixed Operations**		**Midwest Publication**
Reading Level Analysis	ABE/GED/DE	Bertamax
• **Reading Tutorial Comprehension**		**Random House**
• **Reading Tutorial Comp: Details**		**Random House**
• **Reading Tutorial Comp: Main Idea**		**Random House**
Readability & Writing Connection	ABE+/GED/DE	Hartley
Reading Workshop	ABE/GED	Mindscape
• **Reference Micro Mysteries**		**Focus**
• **Resumes Made Easy**		**MCE**
Revolution & Constitution	ABE+/GED	Mindscape
Robot Odyssey	ABE/GED	The Learning Company
• **Roots and Affixes**		**Hartley**
• **SAT - English I**		**Microlab**
Science 1: The Human Body	ABE	Brainware
Scientific Method	GED/DE	Micro Power and Light
Scientific Measurements	ABE/GED/DE	Micro Power and Light
Scott Adams Graphic Adventure	ABE/GED/DE	Adventure International
Sea Voyages	GED/DE	CBS Software
Self Concept and Work	ABE/GED/DE	Wieser Educational, Inc.
• Sentences	ABE/GED/DE	Opportunities for Learning
Sentence Combining		**Milliken**
Sentence Completion	ABE/GED/DE	Sliwa Enterprises
• **Short Vowels**		**Intellectual**
Simpac: The Writing Lab.	GED/DE	Gorilla Software
Simple Machines	GED/DE	Micro Power and Light
• Skills Banks :Language Series	ABE/GED	Basic Skills Software
• Skills Banks :Mathematics	ABE/GED	Basic Skills Software
• Skills Banks :Reading	ABE/GED	Basic Skills Software
• Smart Alex	ABE	Smart Alex Press

Title	Level	Publisher
• Speed Reader II	ABE/GED/DE	Davidson
• Spelling (Vol. 1 and 2)		MECC
Spelling	ABE/GED/DE	I.Q. Builder
• **Spelling Rules**		**Micro Power and Light**
Spelling Tutor	ABE/GED/DE	Avante Guarde
• **Spelling Wiz**		**DLM**
Spell It	ABE/GED/DE	Davidson
Spell-N-Time	ABE/GED/DE	School Courseware Journal
Steps to Advanced Reading	ABE/GED/DE	Creative Curriculum, Inc.
Student Work Study	ABE/GED/DE	Hartley
Survival Math		SunburstSpelling Builder
Spelltronics	ABE	Educational Activities, Inc.
So. Dak. Econ. & Math Stim.	GED/DE	Educational Activities, Inc
Solving Word Problems 1 & 2	GED	Aquarius
Student Word Study	ABE/GED/DE	Hartley
Synonym Search	ABE	Micro Learningware
• **That's My Job I & II**		**Hartley**
Teasers by Tobbs	ABE/GED/DE	Sunburst
Test Taking Made Easy	ABE/GED/DE	Microcomputer Int'l.
The Factory	GED/DE	Sunburst
The Game Show	ABE/GED/DE	Computer Advanced Ideas
The Grammar Examiner	ABE/GED/DE	Designware
The Great Science Knowledge	GED	FOCUS
The Heart: A Mighty Pump	ABE	Marshware
The Heart Simulator	ABE	FOCUS
The Math Shop	ABE/GED/DE	Scholastic
The Micro Gardener	ABE/GED	Educational Activities, Inc.
The Pond	ABE/GED/DE	Sunburst
The Scientific Method	GED/DE	Cygnus Software
The Science Series	ABE/GED	Milliken
The Skies Above, Waters Below	GED	Cygnus Software
The Spelling System	ABE	Milliken
• Those Amazing Reading Machines	ABE	MECC
• Tutorcourse BLS 100R	ABE	BLS Inc.
Typing Tutor II	ABE/GED/DE	Microsoft
• Typing Tutor III	ABE/GED	Simon & Schuster - IBM
Using A Calendar	ABE	Hartley
U.S. Constitution Tutor	ABE/GED	Microlearn
U.S. History Tutor	ABE/GED	Microlearn
Verb Usage 1-4	ABE	Hartley
Verb Viper	ABE/GED	DLM
• Verbs	ABE	Hartley
• Vocabulary Create	ABE	Hartley
• Vocabulary Skills: Context Clues	ABE/GED	Media Materials
• Vocabulary Skills: Prefixes	ABE/GED	Media Materials
Vocabulary Builder	ABE/GED/DE	Sliwa Enterprises
Vocabulary Building I	ABE/GED/DE	Program Design, Inc.

Title	Level	Publisher
Vocabulary I & II	ABE/GED/DE	I.Q. Builder
• Vocabulary Skills/Context	ABE/GED/DE	Milton Bradley
Vocational Readers	ABE	Fearon
Water & Weather	GED	FOCUS
Weather	GED	Educational Activities, Inc
• Where in the World is Carmen San Diego	ABE/GED	Broderbund
Who,What,Where,When,Why		**Hartley**
Whole Brain Spelling	ABE	Opportunities for Learning
Wizard of Words	ABE/GED/DE	Computer Advanced Ideas
Word Analogy	ABE/GED/DE	Sliwa Enterprises
• Word Attack	ABE/GED/DE	Davidson
• Words At Work: Compound It	ABE	MECC
• Words At Work: Prefix Power	ABE	MECC
• Words At Work: Suffix Sense	ABE	MECC
Word Detective	ABE	Sunburst
• Word Families	ABE/GED/DE	Hartley
• Word Herd: Look Alike	ABE+	MECC
• Word Herd: Sound Alike		MECC
• Word Math	ABE/GED	Milliken
• Word Muncher	ABE	MECC
Wordman	ABE/GED/DE	DLM
Word Master	ABE/GED/DE	DLM
Word Problems	ABE/GED	Milliken
• Word Processing	ABE/GED	Milliken
Word Radar	ABE/GED	DLM
Word Scrambler	ABE/GED/DE	Avante Guarde
Word Search	ABE	Hartley
• Word Structure	ABE/GED	Jostin Learning System
Word Works Vocabulary Ser.	ABE/GED/DE	Teacher Support Software
Wordwright	ABE	Encyclopedia Britannica
World Around Us - Plants	GED	Aquarius
• Writing A Character Sketch	GED/DE	MECC
• Writing A Narrative	ABE+	MECC
• Writing an Opinion Paper		MECC
Writer's Assistant III	ABE/GED/DE	Interlearn
• **Writing Competency**	**ABE/GED/DE**	**Educational Activities, Inc.**
Writer's Helper	GED/DE	Conduit
Writing Is Thinking	GED	Kapstom
Writing Lab.	GED/DE	Gorilla Software
• Writing Workshop	ABE+/GED	Milliken
Your Body	ABE+/GED	FOCUS
Your Body Series II	ABE/GED/DE	FOCUS

ADULT LITERACY AND TECHNOLOGY MEMBERSHIP

You are invited to join a unique organization—the Adult Literacy and Technology Project, the first national effort by literacy service providers, business, industry, education, labor, research, and government to coordinate the use of technology to solve the problems of adult illiteracy. The AL&T Project is a community of people dedicated to using the power of technology to create a more literate, productive and humane world.

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PCC, Inc.
2682 Bishop Drive, Suite 107
San Ramon, CA 94583

Technology Consultants

ADULT LITERACY AND TECHNOLOGY PROJECT

The AL&T Project Technology Consultants have provided assistance to hundreds of literacy practitioners on a wide range of questions, including: how to begin using technology, how to select software and hardware, and how to find software for special-needs learners. The TCs have advised ABE, Laubach, LVA, university, government, business, labor, community colleges and correctional literacy providers and projects.

These experts in literacy training and technology are "on call" for free or low-cost consultation and for presentations at conferences. Please keep this list for future reference.

Region Served: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont.

June Eiselstein
New Britain Public Library
20 High Street
New Britain, CT 06051
203-224-3155

Region Served: New York, New Jersey, Puerto Rico, Virgin Islands.

Christina Jagger
Laubach Literacy International
1320 Jamesville Avenue
Syracuse, NY 13210
315-422-9121

Region Served: Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia.

Donald Egner
Private Consultant
5806 Pine Hill Drive
White Marsh, MD 21162
301-335-2060

Region Served: Alabama, Florida, Georgia, Kentucky, Mississippi, Louisiana, North Carolina, South Carolina, Tennessee.

Judy Lipscomb
Office of the Governor
P.O. Box 139
Jackson, MS 39205
601-359-3789

Region Served: Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin.

Deborah Young
UAW Ford/EMU Academy
7164 Camelot Drive
Canton, MI 48157
313-459-9217

Region Served: Arkansas, Oklahoma, Iowa, Kansas, Missouri, Nebraska.

Ruth Hollenbeck
Moberly Area Junior College
Moberly, MO 65270
816-263-4110

Technology Consultants, (cont.)

Region Served: Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming

Mike Hill
Director of Adult Education
Blackfeet Community College
P.O. Box 819
Browning, MT 59417

Region Served: Arizona, Northern California Nevada, American Samoa, Guam, Trust Territory of the Pacific, Hawaii.

Jane Nissen Laidley
PCC, Inc.
2682 Bishop Drive, Suite 107
San Ramon, CA 94583
415-830-4200

Region Served: Alaska, Idaho,Oregon, Washington.

Lucy MacDonald
Chemeketa Community College
P.O. Box 14007
Salem, OR 97309
503-399-5093

Region Served: Southern California, New Mexico, Texas.

Sheila Shaw
San Diego Community College
4343 Ocean View Boulevard
San Diego, CA 92113
619-230-2811

Program Resources

The following organizations and individuals have developed annotated lists of literacy-related software.

Able Center
Freedom Mall
3205 Freedom Dr.
Charlotte, NC 28208

Adult Basic and Continuing Education
Literacy Training Network
College of St. Thomas
2115 Summit Ave.
St. Paul, MN 55105
(612) 647-5188
Publication Date: Aug. 86

Booting Up
Literacy Assistance Center, Inc.
51 Chambers Street, Room 510
New York, NY 10007
(212) 267-5309

C.A.L.L. Digest
ICCE, University of Oregon
1787 Agate Street
Eugene, OR 97403
(503) 686-4414

Catalog of Educational Software (for Apple IIe)
Judith Wilczak, Ed. D.
California Literacy Campaign
Menlo Park Public Library
(415) 321-8818

Computer-Assisted Instruction Review
Literacy Volunteers of America
5795 Widewaters Parkway
Syracuse, NY 13214
(315) 445-8000
Publication Date: 1986

Conference on Adult Literacy & Computers
ERIC No. ED 274 880
3900 Wheeler
Alexandria, VA 22304-5110
(800) 227-3742

Eastern Michigan University Academy
Educational Service Center
111 King Hall
Ypsilanti, Michigan 48197

EPIE Inst. & Teachers College Press
Box 839
Water Mill, NY 11976
(516) 283-4922

Handbook and Annotated Software Bibliography: Microcomputers in ABE
ERIC No. ED 266 274
Mary Patricia Holder and Carmen Johnson
Cincinnati Public Schools
Cincinnati, Ohio

Ruth Hollenbeck
Moberly Area Junior College
College and Rollins Streets
Moberly, MI 65270

Leap Learning Center
Richmond Public Library
325 Civic Center
Richmond, CA 94804
(415) 620-6565

Literacy Software Recommendations
Oakhill Correctional Institute Library
P.O. Box 238
Oregon, WI 53515
(608) 835-3101

Microcomputer Bibliography for ABE/ GED Basic Skills Instruction, 2nd Ed.
New Jersey Adult Education
Dissemination Project
Glassboro State College
Glassboro, NJ 08028

(Software Annotators, cont.)

Reviews of Reading & Writing Software for Volunteer Adult Literacy
Christina M. Jagger
New Readers Press
Box 131, 1320 Jamesville Ave.
Syracuse, NY 13210
(800) 448-8878

A Selected List of Adult Basic Reading & ESL Microcomputer Software
Adult Literacy Program
Queens Borough Public Library
89-11 Merick Blvd.
Jamaica, NY 11432
(718) 990-0814

Software Buyer's Guide
Annabelle Lavier
Treaty Oak Community College SD
300 East Fourth Street
The Dalles, OR 97058
(503) 296-6182

Software Reviews for Adult Education
Merrimack Education Center
101 Mill Road
Chelmsford, MA 01824
(617) 256-3985

Technology for Literacy Center Software: An Annotated Bibliography
Technology for Literacy Center
Unidale Mall—580 University Ave.
St. Paul, MN 55103
(612) 222-4464

York County Literacy Association
384 E. Black St. Suite A
Rock Hill, SC 29730

Publishers &Vendors in this Publication

BLS
2503 Fairlee Road
Wilmington, MD 19810
(800) 545-7766

Broderbund Software
17 Paul Drive
San Rafael, CA 94903
(415) 479-1170

CBS Software
One Fawcett Place
Greenwich, CT 06836
(203) 622-2673

Claris
440 Claude Ave.
Mountain View, CA 94048
(415) 960-1500

Conduit
University of Iowa
Oakdale Campus
Iowa City, IA 52242
(319) 353-5789

Conover Company
P.O. Box 155
Omero, WI 54963
(414) 685-5707

Cygnus Software
8002 E. Culver
Mesa, AZ 85207
(602) 986-5938

Davidson & Assoc.
3135 Kashiwa Street
Torrance, CA 90505
(800) 556-6141
(213) 534-4070

DesignWare
185 Berry St.
San Francisco, CA 94107
(800) 572-7767

Developmental Learning Materials
One DLM Park
Allen, TX 75002
(214) 248-6300

Educational Activities, Inc.
P.O. Box 392
Freeport, NY 11520
(800) 645-3739
(516) 223-4666

Educulture
1 Cycare Plaza, #805
Dubuque, Iowa 52001

Encyclopedia Britannica
425 North Michigan Ave.
Chicago, IL 60611
(800) 554-9862
(312) 321-6800

Fearon
David S. Lake Publishers
19 Davis Drive
Belmont, CA 94002

Focus Media
839 Stewart Ave.
Garden City, NY 11530
(800) 645-8989

Grolier Electronic Publishing
95 Madison Avenue
New York, NY 10016
(800) 858-8858

Hartley Courseware, Inc.
123 Bridge
Dimondale, MI 48821
(517) 646-6458

(Publishers and Vendors, cont.)

Houghton Mifflin Co.
Educational Software Division
P.O. Box 683
Hanover, NH 03755
(603) 448-3838

HRM Software
175 Tompkins Ave.
Pleasantville, NY 10570
(914) 769-6900
(800) 431-2050

Humanities Software
19723 S. Katerine Court
Cerritos, CA 97061
(818) 493-1395

IBM
P.O. Box 1329
Boca Raton, FL 33432
(800) IBM-2468
(800) 4474700

IC/T
10 Stepar Place
Huntington Station, NY 11746
(516) 549-3000

Intellectual Software
562 Boston Avenue
Bridgeport, CT 06610
(800) 232-2224
(800) 335-0906

Jostens
600 West University Drive
Arlington Heights, IL 60004-1889
(800) 323-7577
(800) 942-6995

Krell Software
1320 Stoney Brook Rd.
Stoney Brook, NY 11790
(516) 751-5139
(800) 245-7355

MCE
157 So. Kalamazoo Hall, Suite 250
Kalamazoo, MI 49007
(800) 421-4151
(616) 345-8688

MECC
3490 Lexington Avenue North
St. Paul, MN 55126-8097
(612) 481-3500

Media Materials, Inc.
2936 Remington Avenue
Baltimore, MD 21211
(800) 638-1010

Microcomputer Workshop
225 Westchester Avenue
Port Chester, N.Y. 10573

Micro Lab
2699 Skokie Valley Rd.
Highland Park, IL 60035

Micro Power & Light
12820 Hillcrest Rd, #120
Dallas, TX 75243
(214) 238-6620

Midwest Publications
P.O. Box 448
Pacific Grove, CA 93950
(408) 375-2455

Milliken Publishing Co.
P.O. Box 21579
St. Louis, MO. 63132
(314) 991-4220

Mindplay
82 Montvale Ave.
Stoneham, MA 21800
(617) 744-1760

(Publishers and Vendors, cont.)

Morning Star
P.O. Box 5364
Madison, WI 53705
(800) 533-0446

Ombudsman Education Services
1588 N. Milwaukee Ave.
Libertyville, IL 60048
(312) 367-6383

Public Domain
Contact ABST Project Coordinator
$3.50 / disk for shipping/handling

Random House
201 E. 50th St.
New York, NY 10022
(212) 572-2616

Regents/American Language
2 Park Avenue
New York, NY 10016
(202) 899-2780

Scholastic, Inc.
730 Broadway
New York, NY 10003
(800) 325-6149

Simon & Schuster
1230 Avenue of the Americas
New York, NY 10020
(212) 245-6400

Smart Alex Press
P.O. Box 7192
Quincy, MA 02169

Softwriters' Developing
4718 Hartford Ave.
Baltimore, MD 21214
(800) 451-5726

Sunburst Communications, Inc.
39 Washington Avenue, Room EA
Pleasantville, NY 10570
(800) 431-1934
(914) 769-5030

Weekly Reader Family Software
245 Long Hill Rd.
Midlletown, CT 06457
(203) 638-2400

Writing Software International
110 East Broadway, Suite 600
Missoula, Montana 59802

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PCC, Inc.
2682 Bishop Drive, Suite 107
San Ramon, Ca. 94583

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People's Computer Company, Inc.
2682 Bishop Drive, Suite 107
San Ramon, CA 94583